



JOB DESCRIPTION

DRC Land Use Planning Coordinator

Effective from: September 2017

Duration of contract: until September 2019

Reporting to: Democratic Republic of Congo Coordinator

Close working relationship with: Head of Programmes, DRC Community Forests Project Officer, Community Forests Consortium Coordinator, Research and Policy team, GIS and Mapping team, Programmes Admin and Finance Coordinator, Programmes Admin and Finance Officer, Finance Manager and consultants in the Programmes Team.

The Rainforest Foundation UK

The mission of the Rainforest Foundation UK (RFUK) is to support indigenous peoples and traditional populations of the world's rainforest to:

- Secure and control the natural resources necessary for their long-term wellbeing and to manage these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

RFUK considers that an essential first step to protect and manage the tropical forests and to reduce poverty in tropical forest countries is to realise the rights of the traditional and indigenous communities who live in those forests. With secure rights to land and livelihoods, forest peoples can effectively manage forest resources and direct and manage their own development. Founded in 1989, RFUK has in the past 25 years built a solid body of work based on this rights-based approach to development and protection of the rainforest. Although our work is focused on the Congo Basin, where RFUK has worked since 1996, we also work in the Peruvian Amazon.

RFUK tackles the underlying causes of deforestation linked to the problems of disenfranchisement of indigenous forest peoples globally and locally. From the field to the international policy arena, RFUK reinforces the active participation of forest peoples in the decisions that affect them. We work with

over 15 partner organisations in tropical forest countries and our programme work is split into the following thematic areas:

- Threats to forests from the extractive industries, infrastructure development and agro-industrial expansion;
- Conservation effectiveness and monitoring of initiatives to reduce emissions from deforestation and forest degradation (REDD);
- Community-based forest management, land-use planning and tenure reform;
- Community mapping and forest monitoring;
- Indigenous peoples' rights.

RFUK currently has 25 staff, with a number of volunteers or interns at any given time. It is governed by a Board of seven Trustees. The London-based Foundation is part of a network of sister organisations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway.

The Programmes Team

The Programmes Team at the Rainforest Foundation UK is one of three teams in the organisation and is the main team responsible for the implementation of our projects under the themes cited above.

RFUK Programme in the DRC

RFUK is implementing several projects in the DRC which form a coherent approach contributing to overall programmes strategy. The post-holder will work on the DRC Community Forests project and will be part of the DRC Programme team.

Supporting the implementation of Community Forests and Land Use Planning in the DRC

Although traditional tenure and forest governance systems in the Congo Basin have remained generally stable and resilient over long periods of time, formal community based forest and land management is still in its infancy and faces significant challenges. The political economy favours large scale land allocations, whilst the necessary legal and institutional frameworks to formalise and secure customary forest tenure systems tend to be either lacking or ill-adapted to community needs and realities.

Since the adoption of the Community Forests Decree in 2014, the DRC has been in the process of finalising the legal framework for community forestry in what is arguably the most significant piece of legislation related to tropical forests of recent years, impacting as many as 40 million forest-dependent people and with tens of millions of hectares potentially available to develop pro-poor, community models of forest management. A new landmark regulation, namely Arrêté 025, has been adopted by the government on February 9th 2016 and is now regulating the allocation and the management of community forests in DRC. This new legislation could enable thousands of communities to apply to use an area of land of up to 50,000 hectares each as a community forest and potentially help lift them out of poverty. In the meantime, the DRC government launched in June 2015 the national land use planning reform to support sustainable development.

Since its creation, RFUK has been continuously advocating and supporting the development of [community-based forest resources management in the Congo Basin](#) and this landmark process in the DRC presents an outstanding opportunity to support forest communities, the civil society and institutional actors in the sector of community-based forest management in the Congo Basin. Please refer to [RFUK Briefing on Community Forests in the DRC](#) for further detail.

In April 2016, RFUK launched in DRC a DFID funded project (The Community Forests Project) that aims at **improving livelihoods and reduce deforestation in DRC by establishing successful community based forest management**, which responds to the rights and needs of local communities including those of marginalised groups such as indigenous peoples and women. It will practically test community forest and land use planning pilots, provide access to learnings from approaches pioneered in Africa and other regions, and contribute to the development of DRC's legal, policy and institutional environment, engaging with stakeholders on relevant land and forest management related processes, such as land use planning.

Key Responsibility of DRC Land Use Planning Coordinator

As part of a team of four staff, the **DRC Land Use Planning Coordinator** will participate in the implementation of the DFID-funded **Community Forests project**, providing permanent support to the RFUK DRC Programme team as well as DRC partner organisations. She/he will take responsibility for developing pilot project(s) on participatory land use planning in DRC, which will be implemented at field level with input and engagement of relevant national and local government institutions. She/he will also provide technical support more broadly on land use planning issues to the DRC programme and other RFUK programmes as required.

Specific Responsibilities and Tasks

The **DRC Land Use Planning Coordinator** will work in close cooperation with other members of the DRC Programme Team, other relevant RFUK staff as well as with RFUK DRC partners, and with relevant ministries and institutions in DRC and in the Congo basin region, to implement and guide activities **related to the execution of the DRC Community Forests project**. In particular she/he will be responsible for and expected to deliver the following :

Project Management

- Manage the planning and implementation of Participatory Land Use Planning pilot project(s) in DRC, including advising and training implementing partners on the use of RFUK Participatory Land Use Planning methodology;
- Undertake monitoring, evaluation and learning in relation to Participatory Land Use Planning pilot project(s) in DRC;
- Monitor relevant national and international policy and technical and institutional developments, generally concerning land use planning in the Congo basin and more particularly in the DRC;
- Work closely with RFUK Mapping team, the Research and Policy team and other relevant programme staff, to develop the Land Use Planning policy strategy and ensure it is aligned with the overall RFUK Programme Strategy;

- Work closely with the DRC Coordinator, the DRC Community Forests Officer and the Community Forests Consortium Coordinator to ensure the implementation of the DfID-funded DRC Community Forest project according to the Programmes and project strategy, logframe, budget and timetable;, especially through the implementation of land use planning pilot sites;
- Manage the project budget related to land use planning pilot(s);
- Contribute as required to project narrative and financial reports to RFUK's donors;
- Liaise with relevant members of RFUK staff, projects partners, consultants, national/local authorities in country as necessary to ensure efficient and effective implementation of programme/project outputs;
- Participate in, conduct and/or organise and lead workshops for sharing lessons and experience at national and regional levels on community forestry and Land Use Planning;
- Conduct regular visits to DRC (up to 16 weeks per year) to guide and monitor project implementation and provide support to partners, including to remote forest areas where community forests and land use planning pilots will be tested, and as required.

Technical advice and support

- Under the supervision of the DRC Coordinator, and in close cooperation with the Mapping team, provide technical advice on environmental planning, specifically in land use planning-related project activities implemented by RFUK in DRC and elsewhere;
- Provide capacity building on planning, land management and planning issues to relevant RFUK staff, partners, participating communities, and other stakeholders;
- In close cooperation with the Mapping team, to help to refine RFUKs Participatory Land Use Planning methodology, based on learnings from the field and from project implementation;
- Alongside RFUK's DRC programme staff, RFUK's international and local partners, collaborate with the Ministry of Land Use Planning in the DRC and other relevant institutions to determine the most appropriate way forward for developing various institutional tools, implementing programmes and monitoring mechanisms of land use planning implementation;
- Provide guidance to research and policy issues with respect to land use planning and community forest management to the RFUK Programme team as well as to implementing partners;
- To provide technical input on RFUK's community forest pilot sites in DRC, principally on spatial management and land use zoning within these pilot sites;
- Support the sharing of relevant experience and models of land use planning development implemented by other organisations and institutions in the Congo Basin and in other parts of the world, as appropriate;

Other

- Supervise the work of consultants, researchers, interns and volunteers as appropriate;
- Assist in the identification and preparation of new opportunities for programme development, including the preparation of funding proposals;
- Participate in RFUK's strategic development and in regular internal coordination meetings;
- Prepare to publications-standard programme and policy materials and publications, as appropriate, including leaflets, briefings, reports and internet material, in liaison with other Programme and non-programme staff;
- Contribute to the development of the RFUK's organisational knowledge base, such as by providing contacts for the central database, etc. ;

- Represent the organisation in relevant local, national and international fora, on relevant policy issues, as appropriate;
- Perform other tasks as may from time to time be requested by the DRC Coordinator, the Head of Programmes and the Executive Director.

Qualifications, skills and experience required

Essential skills and Experience

Detail	Essential	Desirable
Education	<ul style="list-style-type: none"> • At least to M.Sc. level in Environmental Management, Urban or environmental Planning, Environmental Policy, Forestry, or Natural Resource Management. 	<ul style="list-style-type: none"> • Working experience in Africa, especially in DRC; • Experience in land rights and/or natural resource rights;
Experience	<ul style="list-style-type: none"> • Relevant experience in the field of policy and planning (urban planning, environmental planning, development planning, etc.), or environmental policy as an expert, adviser, or researcher; • Direct experience of supporting participatory planning exercises in a variety of contexts ; • Skills in GIS, qualitative and quantitative data analysis; • Experience and skills in capacity-building and in delivering training; • Experience in research, policy or programme management work, preferably in an NGO or international agency context; • Experience in working with local NGOs in the Congo Basin or in other similar experience in a developing country context. 	<ul style="list-style-type: none"> • Experience in managing consultants, interns and volunteers; • Experience in preparation of programme funding applications; • Experience of participating in high level policy meetings; • Knowledge of international standards and laws related to Land Use, Management and Planning;
Expertise	<ul style="list-style-type: none"> • Expertise in the field of environmental planning/land tenure/community-based natural resources management programmes; • Proven track record of project delivery, research or publication in the field on natural resources, forest and land rights. 	
Management	<ul style="list-style-type: none"> • Ability to plan, monitor progress, and work effectively with counterparts to achieve objectives; • Good organisational capacity, good interpersonal and networking skills and ability to work as part of a team; 	<ul style="list-style-type: none"> • Experience of writing reports for donors; • Ability to conduct research.

	<ul style="list-style-type: none"> • Proven ability to effectively manage and prioritise a diverse workload within a team; • Ability to deliver results under tight deadlines; • Experience of budget management. 	
Language and Communications	<ul style="list-style-type: none"> • An excellent command of French and English; • Strong drafting, presentation and reporting skills; • Ability to interact with different audiences and tailor language and approach accordingly; • Ability to communicate complex information in understandable and relevant terms adapted for different stakeholders, including remote rural communities. 	
IT	<ul style="list-style-type: none"> • Strong computer skills, MS Office package, internet search, knowledge of use of Geographic Information Systems. 	

Personal and Skills Attributes

Detail	Essential	Desirable
Personal Skills and Attributes	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation's Vision and Mission; • Excellent interpersonal and communication skills – written and oral; • Careful and conscientious with demonstrable attention to detail; • Ability to tailor technical and policy language to different audiences; • Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines; • Willingness and ability to travel up to 16 weeks per year in the DRC including in remote forest areas and potentially in other Congo Basin region countries, as well as other occasional travel, such as to European destinations; • Willingness and ability to learn on the job, keen to undertake training and career development. 	<ul style="list-style-type: none"> • Interest in human rights; • Capacity to analyse legal context and policy opportunities.

Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on 2 year contract (starting from September 2017), with a 6-month probationary period.

The post is a full time post, based on a 35 hour working week.

The starting salary is £34,350 gross per annum, including London weighting.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. At present, 30 days paid leave per year are offered.

Non-contributory pension (4% of salary)

The place of work is 233a Kentish Town Road, London NW5 2JT. This is a non-smoking environment. There is no parking provided for the post-holder, although bicycles are allowed in the building.

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual persuasion.

233a Kentish Town Road unfortunately is not as accessible to those with physical disabilities as the organisation would like, but every effort will be made to provide an accessible and pleasant working environment for all staff, trustees, volunteers and visitors.