



## Job position (consultancy) opening – Technical Field Officer in Indonesia (MAHAKAM project)

### The organization

[Planète Urgence](#) (PU) is a French non-governmental organization of international solidarity. Its headquarters are located in Paris (France). Founded in 2000, it received in France the « public utility » label. In 2017, the NGO joined the [International Action Sector](#), of the [Groupe SOS](#). Its purpose is to strengthen women and men for a united and sustainable planet through three objectives:

- Protection of endangered forests and biodiversity
- Local development of communities
- Environmental awareness

To carry out this mandate, Planète Urgence (PU) acts mainly in 2 ways: the [Environment & Development programme \(ED\)](#) and the [Volunteering](#) programme.

- The Environment & Development programme (ED) aims to support local non-profit organizations working on the protection of the environment and the socio-economic development of local communities. Depending on the context, it participates in the establishment of reforestation and agroforestry programs, sustainable exploitation of natural resources, energy efficiency of improvement of production practices in a sustainable local development perspective, etc. PU has technically and financially supported projects in Mali (end in 2017) and in Haiti (end in 2016) and is currently focusing on Cameroon, Indonesia and Madagascar.
- Volunteering : the Congé Solidaire® (450 volunteers each year), Solidarity Missions, Civic Service and International Solidarity Volunteering are 4 ways allowing to transfer skills from volunteers to partners, around specific thematic areas: training for adult education, socio-educational support for students from schools or nonprofit partners, environmental protection and biodiversity. Managed by a team at the headquarters and 8 delegations on the field, volunteering missions have been carried in 19 countries in 2019.

### Planète Urgence Indonesia

Since 2003, Planète Urgence has supported several projects in Indonesia to strengthen the role of local actors, mainly forest dependent community and groups vulnerable to the effects of climate change, through collaboration with local government, local NGOs and other sustainable development stakeholders. After the Aceh tsunami in 2004, Planète Urgence implemented its first mangrove ecosystem restoration initiative in the Northern Sumatera region. Planète Urgence's support to local actors in mangrove ecosystem restoration extended to the Mahakam Delta in East Kalimantan (from 2012 to date) and in Banten Province to restore mangrove ecosystem in the buffer zone of Ujung Kulon National Park affected by a tsunami in 2018.



In the framework of the Environment & Development programme, mangrove ecosystem restoration is a focus for Planète Urgence given its vulnerability to aquaculture development activities and natural disasters such as tsunami and the effects of climate change. Additionally, in the context of climate change, mangrove ecosystem is a much more powerful natural carbon sink compared to other forest ecosystem in the mainland. In its effort to restore mangrove ecosystems, Planète Urgence combines three strategic approaches: mangrove tree planting, sustainable livelihood improvement of local community and awareness raising.

The MAHAKAM project is a mangrove ecosystem restoration and local development initiative in three targeted villages in the Mahakam Delta: Muara Badak, Handil Terusan and Muara Kembang. This project is implemented by two local NGOs as implementing partners: Yayasan Biosfer Manusia (BIOMA) and Yayasan Mangrove Lestari (YML).

As part of the development of its activity in the delta, Planète Urgence is looking for a Technical Field Officer to carry out the organization's mandate under the MAHAKAM project.

### **1. Main mission purpose of the consultancy**

The Technical Field Officer is under the direction and supervision of the ED Programme Coordinator in Indonesia. His/her role is to safeguard the implementation of MAHAKAM delta project activities under Planète Urgence (PU) and partners' responsibility, develop synergy with project implementing partners in accordance with the objectives, schedule and monitor activities defined in the project document and annual work plan and manage the project database. His/her role will also be to strengthen the skills and capacities of local operational partners.

### **2. Main activities of the consultancy:**

#### **- Coordination**

- Participate to monthly coordination meetings with implementing partners and steering committees
- Under the supervision of the ED Programme Coordinator, facilitate the working relationship between Planète Urgence, its project implementing partners and its technical partners (KPHP, University, Village Government, Local Community and private sector operating in the Mahakam Delta), particularly through the implementation of operational and technical synergies as well as the organization and active participation in meetings and work sessions
- Active participation and/or running of the project steering meetings (in the absence of the ED Programme Coordinator)
- Building relationship and mutual understanding with the project implementing partners

#### **- Project monitoring**

- Being responsible to submit activity monthly reports to the ED Programme Coordinator
- Present the progress of the activities once a month over a skype with the ED Programme Coordinator and the ED Project Manager in Paris as applicable



- Guarantee the achievement of the objectives of the projects and propose regular update of the project follow-up tools (tables of indicators and chronogram of activities)
- Ensure the feedback of information within the framework of monitoring and evaluation systems in accordance with the requirements of PU's templates
- In charge of providing inputs for the mid-year and annual reporting of the project (ED mid-year/annual review) and reports do donors
- Provide project implementation support and technical support in the field, and carry out local monitoring missions
- Conduct internal assessments, organize workshops to share experiences and lessons learned
- Ensure, as part of reporting, regular updating of information in the geolocation database software with data collected in the field

- ***Technical and operational support***

- Ensure, in support of the MAHAKAM project implementing partners, the monitoring and progression of project activities compared to the initial logical framework, work plan and project document, result indicators, chronogram, budgets, and make the necessary readjustments
- Support the setting-up, updating and respect of the work schedule
- Provide local implementation support to project activities implemented by PU and its MAHAKAM project implementing partners
- Support the implementation and daily monitoring of the project activities in the field by drafting and/or revising technical processes and procedures for the implementation of the activities, monitoring the work progress, etc.
- Analyze project data in order to readjust activities as needed
- Allow communities to identify partners and PU relays as needed
- Identify community needs in the project areas (rapid needs assessment) for developing program concept (program concept paper)
- Participates to the capacity building efforts to strengthen local community organizations and partners
- Provide advice/technical assistance to the partners and local stakeholders related to the project implementation

- ***Knowledge management***

- Record project data as well as collecting project data from implementing partners for the development and improvement of ED projects and programme
- If necessary, through coordination with the ED Programme Coordinator in Indonesia, modify standard operating procedure and related tools based on needs, and if needed in a crucial time in the implementation of project activities
- Update project baseline, progress tracking, and beneficiaries database

**3. Profile and required skills**



- In-depth knowledge and experience of project cycle management processes and project monitoring tools (logical framework, budget tracking, etc.)
- Excellent command of internet and Microsoft office (Word, Excel; Access is a plus)
- Knowledge of basic Geographic Information Systems would be an advantage
- Strong facilitation skills
- Ability to be proactive and take initiatives
- Strong interpersonal skills on communication and community mobilization
- Technical skills related to the ecosystem restoration and reforestation is desirable
- Diploma in project development/management and/or forestry/ aquaculture/ geography/ land management required
- Minimum 2 year experience required in the fields of forestry, marine or fishery;
- Experience in working with NGO management
- Experience in facilitation works
- Experience in terms of mangrove ecology, ecosystem management, sustainable aquaculture and/or community development, livelihoods and local economic development, and environmental awareness raising is desirable
- Fluency in Bahasa
- Working knowledge of English is highly desirable

Qualified female candidates are strongly encouraged to apply.

#### **4. Terms of the contract**

- Based in the Mahakam Delta (Muara Kembang village, East Kalimantan province - with regular trips to Samarinda)
- Local consultancy contract
- Expected beginning of the contract: August 1<sup>st</sup> 2020
- Duration of the contract: 12 months (renewable) with 3-month probation period

**To apply: send your CV and a cover letter (in Bahasa and/or English) to Yuyun Kurniawan (Indonesia Country Representative) at [yuyun.kurniawan@planete-urgence.org](mailto:yuyun.kurniawan@planete-urgence.org) and Mulyono Sardjono (Environment & Development Programme Manager in Indonesia) at [mulyono.sardjono@planete-urgence.org](mailto:mulyono.sardjono@planete-urgence.org) with the subject line "TFO 2020 PU INDO".**  
**Deadline for applications: Friday July 10<sup>th</sup>, 2020.**