
Terms of Reference

July 2021

Position Title: Landscape Coordinator - Asia

Supervisor: Lab Lead

Location: Open, ideally Asia region

Duration: One year renewable contract / Part-time 2.5 to 3 days by week

Contract type: Consultant contract

Start date: Immediately

Background:

The Landscape Finance Lab (The Lab) was founded in 2016 by WWF to serve as an experimental space in which to test the most effective pathways for delivering the global goals in the world's most important landscapes. Using a systematic approach to landscape finance, the Lab collaborates with organisations to structure landscape programs and secure landscape financing. Its purpose is to:

- Enable high quality landscape programs in global biodiversity priority places using jurisdictional REDD+, catchment management and landscape sourcing approaches among others.
- Test innovative financing mechanisms including private sector investment funds, impact investing platforms and public sector grant funding windows.
- Build a landscape finance industry through sector learning, capacity building and a global online learning community.

After 5 years of incubation by WWF, the Lab has systematised its operations and established a working model that is financially sustainable. A coordinator is sought to manage and further develop the Lab portfolio of landscapes in Asia.

Main Function:

The Landscape Coordinator Asia will lead the development and management of the Lab portfolio of landscape programs in Asia. A particular focus will be to support the structuring of landscape programs under the Dutch Fund for Climate and Development (DFCD).

Tasks:

This position has the following main functions:

1. Lead in developing and managing a portfolio of landscapes in Asia

1. Refine and explain the Lab value proposition and service offering on landscape incubation and financing in Asia.
2. Ensure effective and timely monitoring and management of the performance of the landscape portfolio with support from the Lab operations team through tools such as portfolio dashboard.
3. Identify and support new landscapes and organisations to join the Lab platform and incubation process.
4. Ensure landscape descriptions are uploaded and updated on the platform.
5. Support fundraising for the Lab landscape incubation work.
6. Develop strategic partnerships with investors and donors interested in supporting financing of landscapes.
7. Ensure quality and timely reporting on landscape and portfolio progress according to contractual obligations of donors, partners and investors including of the DFCD.
8. Assist with the production of landscape knowledge products as time allows.
9. Ensure effective coordination with all involved partners.

2. Ensure quality and effective delivery of Lab support to specific landscapes

1. Ensure the quality and effective use of processes, templates and tools for landscapes incubation and, in coordination with the Community Lead, their use and presentation on the Lab platform.
2. Supervise and coordinate the work on landscapes engaging members of the Lab core team and advisors as needed.
3. Lead Lab support and relationship with some targeted landscapes.
4. Assign and support Landscape leads and teams and Lab anchors in all other landscapes.
5. Ensure effective application of tools and processes, strategic orientation, as well as technical support and review through the stages of the 5 Elements, 4 Returns and 3 Zones.
6. Build technical capacity of the team on sustainable landscapes, ensuring common understanding and standardized language, including through training.
7. Ensure a regular dialogue with the local landscape leads to identifying needs and defining relevant support.
8. Work with the Operations Lead and team to maintain an internal Manual to capture agreements on the Lab's approaches to landscape incubation and service to clients.

3. Support lab management (dependent on available hours)

1. Participate in Lab team meetings as needed.
2. Support the update of the Lab business model and annual action plan.
3. Support the Lab strategic management.
4. Assist in preparing communications on landscape programs.
5. Support the Community Lead with the upload of information on landscape programs on the Lab Platform.
6. Other activities as directed.

Specific activities relating to the position's functions during this contract period will be agreed on at the beginning of the period and described and updated on a monthly basis.

Required qualifications, skills and competencies:

- Min. 10 years experience in project and team management, and in coordinating the development and implementation of projects
- Experience in building partnerships and developing multi-stakeholder mechanisms
- Fundraising experience for international projects (liaising with donors, drafting concepts and proposals, developing budgets)
- Good understanding of landscape approaches to conservation and their success factors, climate finance, REDD+, integrated land use management, multi-stakeholder platforms, blended finance
- Involvement in drafting large donor concept notes and project proposals an advantage
- Experience in working with the private sector an advantage
- Fluency in a second language (French, Spanish, Bahasa Indonesia) is an advantage.

Please send a CV and motivation letter to jobs@landscapelab.org prior to 15 July 2021.