Project Manager

Consultancy to review and update agreements in WWF country offices in Africa

TOR and Proposed Scope of work

Reports to: Head of People & Culture - Africa
Date: 1 March 2021 to 31 June 2021

Background
WWF works with partners across Africa to stop the degradation of the earth’s natural environment and to build a future in which humans live in harmony with nature. WWF’s work focuses on conserving the world’s biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption.

WWF has an active presence in 14 countries in Africa, including 11 country offices in Tanzania, Uganda, Mozambique, Madagascar, Zambia, Zimbabwe, South Africa, Namibia, DRC, Gabon, Cameroon, and CAR; two National Offices in Kenya and South Africa; and an emerging office in the Republic of Congo.

The Consultancy
WWF Africa seeks the services of a consultant to oversee application of a human rights based approach to conservation incorporating HR into all levels/components of WWF’s work in Africa; including all agreements and MOUs with governments and partners in the region. The types of agreements include, but are not limited to country agreements, MOUs with governments and other partners (including management and co-management agreements), and partnership agreements.

Scope of Work:
- Working with WWF Country offices and the Regional Office for Africa, identify and map all agreements with governments and partners across WWF country offices in Africa as part of a legal “gap analysis”.
- Consolidate copies of all agreements.
- Develop a status tracking tool for all agreements.
- In conjunction with the WWF International ESSF team, review all agreements for inclusion of Human Rights and Environmental and Social Safeguards Framework (ESSF) principles in line with WWF policies.
- Work with country offices to develop action plans for the re-negotiation of all existing agreements to ensure inclusion of HR principles - including timelines, milestones, and responsibilities.
• Support country offices into update their agreements with government and other partners - including incorporation of HR principles and negotiations/discussions with partners.
• Together with colleagues in WWF International, ensure that all offices have standard wording/clauses (in the appropriate language) for inclusion in future agreements.

**Deliverables:**
• Mapping and status report for all agreements across the region.
• Database and tracking tool for all agreements.
• Action plan for updating all agreements in the region.
• Set of standard regionally appropriate clauses for inclusion in future agreements.
• Priority agreements with HR principles in place.

**Required Qualifications, Skills and Competencies:**
1. A minimum of a master’s degree in project management or related field. Experience in Contract law is an added advantage.
2. At least 5 years demonstrated experience in project management and experience in donor grants and contracts management.
3. Working knowledge of Human Rights and ESSF.
4. Good knowledge of donor regulations and reporting.
5. Excellent written and spoken English and French. Similar skills in Portuguese will be an added advantage.
6. Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
7. Adheres to WWF’s values, which are: Courage, Integrity, Respect and Collaboration.
8. Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

**Working Relationships:**

**Internal** – Country Grant Managers, Procurement Officers, Safeguards Team, Risk Team, Resource Mobilisation and PSP teams, WWF international Project Finance and Legal teams.

**External** - Interacts with donors, partners, representatives, consultants and field offices as required in fulfilment of duties

This Terms of Reference covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the consultant. Other tasks may be assigned as necessary according to organizational needs.