



DOI-ITAP Recruitment Announcement - Short Term Assignment

Philippines Counter Wildlife Trafficking and Protected Area Management — In-country Coordinator

PHILIPPINES

2023-2026

Opportunity

The U.S. Department of the Interior's International Technical Assistance Program (DOI-ITAP) is recruiting an in-country coordinator to support ITAP's three-year project focused on the protection of the Philippines' biodiversity. This will be achieved through building capacity in areas of countering wildlife trafficking, protected area management, and geospatial databases. DOI-ITAP is looking for an in-country coordinator with the following experiences:

- Communicating with multiple stakeholders to meet logistical goals and deadlines
- Monitoring, evaluating, and reporting out on deliverables, as determined
- Organizing workshops, events, and trainings
- Managing day-to-day workplan activities and implementation steps
- Knowledge of conservation and issues, especially pertaining to counter wildlife trafficking and protected area management
- Familiarity with GIS and data management

BACKGROUND

DOI-ITAP provides technical assistance to foreign countries on subjects of Departmental expertise on a reimbursable basis (i.e., without appropriated funds). The program is currently operating across the globe with support from organizations such as the U.S. Agency for International Development (USAID) and the U. S. Department of State. DOI-ITAP has managed multi-partner projects in over 50 countries since 1995.

This project will focus on current priorities described by the Department of Environmental and Natural Resources (DENR) to protect the Philippines' unique biodiversity by: countering wildlife trafficking, protecting natural areas, and integrating geospatial databases. Digitizing and modernizing such data is part of a broader effort to standardize and update natural resource data management, which will position the DENR will be at an increased capacity to actively amplify holistic conservation management efforts

As one of eighteen of the world's mega-diverse countries, the Philippines is home to over 70% of the world's plant and animal species. With 228 Key Biodiversity Areas across ecosystems including coral reefs, mangroves, and a variety of forest types, the archipelago is home to a plethora of endemic species (nearly 68% of total species recorded), many which are threatened or endangered. The Philippines is at great risk for biodiversity loss, both at a taxa and ecosystem level. With an increasing population and development to match, large-scale deforestation, habitat fragmentation, forestland conversion, logging, and mining contribute to terrestrial threats, while warming sea water, plastic pollution, and sea level rise jeopardize marine ecosystems.

Illegal wildlife trade exponentially exacerbates these impacts, and the Philippines is a nexus of consumption, source, and transit for the multi-billion dollar per year market, including marine and terrestrial flora and fauna. Species like the Philippines forest Turtle (*Siebenrockiella leytensis*), the Palawan pangolin (*Manis culionensis*), and the Philippine cockatoo (*Cacatua haematuropygia*) are illegally captured, sold, and transported for meat, pets, or traditional medicine, and necessitate the ability of law enforcement officers to not only be able to detect, but distinguish between dozens of species of mammals, birds, herpetofauna, and respective products, and then work through complicated steps to prosecute trans-national operators/operations. This renders an essential need for skilled and strategic inspection systems, coupled with immense knowledge to effectively and collaboratively counter wildlife trafficking.

A high level of biodiversity, and notable illegal wildlife trade create an inherent risk to country-wide, regional, and global ecosystems/species, and deems the Philippines a top choice for dedicated conservation. With the recent adoption of the Global Biodiversity Framework, the Philippines has committed to protecting 30% of its terrestrial and marine ecosystems by 2030 (United Nations Environment Programme, 2022), increasing the need for skilled and strategic protected areas management. Designating new tracts of land to create corridors, contiguous swaths, and marine sanctuaries/parks/reserves/refuges will be achieved using collaborative methods of prioritization to determine the most effective areas to select.

This project will work to cooperatively integrate protected area management, countering wildlife trafficking, and implementing geospatial databases, to amplify broad-scale conservation. These efforts will be supported by funding through USAID's PAPA with DOI-ITAP, and the activities proposed will mirror priorities set by the newly appointed Department of Environment and Natural Resources (DENR) Secretary and will focus on the protection of the Philippines' biodiversity. Correspondingly, the project will support partner organizations in establishing strategically managed protected areas/systems and implementation of methodical ecosystem inventories, including monitoring, reporting, incorporating information into geospatial databases, and working to counter wildlife trafficking. This project will provide robust opportunities to exchange technical expertise in protected area management to meet the partner country's goals and deliverables.

All project outcomes will seek to achieve initiatives that can be sustained beyond the life of the activity while providing co-benefits to biodiversity conservation, wildlife habitats, sustainable livelihoods, and food security to incentivize more financially sound, equitable, impactful, and long-lasting mitigation investments. Projects will seek to increase local co-stewardship, meaningful participation, and active leadership from Indigenous communities, women, youth, and other divested or underrepresented communities.

ASSIGNMENT

The In-country Coordinator (ICC) will assist with the day-to-day implementation of activities under the initiatives of this project, as defined above. The ICC will be a key member of the DOI-ITAP team, serving as the sole team member based in the Philippines. The selected applicant will provide on-the-ground oversight for project activities, coordinate logistics, and conduct project monitoring, evaluation, and reporting. In addition, the ICC will serve as a liaison between DOI-ITAP and the Filipino Government, and assist the Project Manager in coordination with USAID Philippines. The ICC will also serve as a liaison to other relevant government entities and non-governmental organizations that ITAP identifies as appropriate project partners or stakeholders.

Responsibilities will include:

Trip and Event Logistics

- Coordinate logistical planning for DOI technical assistance teams, project workshops, and trainings, including:
 - In-country lodging and transportation;
 - Training/workshop facilities;
 - Translation and interpretation, as needed;
 - Coordination of event agendas with partners;
 - Identification of appropriate participants;
 - Preparatory meetings with partners;
 - Assistance to DOI-ITAP Project Manager(s) and technical experts, especially while in-country;
 - Workshop facilitation
 - Agility and sound decision making, being able to adjust plans and improvise, should the situation call for it

Reporting, Monitoring, and Evaluation

- Ensure all USAID and DOI reporting requirements are met, including:
 - Development of draft quarterly/annual reports to DOI-ITAP for approval and submission to USAID;
 - Trip reports on all trips and events;
 - Informal ad-hoc reports of upcoming activities, developments, issues, decision points, etc.;
- Oversee all Monitoring and Evaluation (M&E) activities and reporting, as required by the M&E plan. M&E activities and reporting may include, but not be limited to the following:
 - Working closely with ITAP Project Manager and technical team to offer context, assistance, and coordination to facilitate the development the logical framework, reporting templates, and other M&E tools;
 - Establishment of baseline data for project indicators through interviews, document review, etc.;
 - Collection, aggregation, and reporting of activity indicators;
 - Developing and administering participant evaluation surveys for workshops and trainings

Coordination and Representation

- Develop and maintain contacts in relevant government agencies to ensure timely responsiveness to DOI-ITAP managers;
- Assist with project outreach and collaboration between existing and possible future partners;
- Work closely with ITAP Project Manager, provided day-to-day, on-site coordination and oversight of project activities as defined;
- Attend and represent DOI-ITAP at relevant meetings and discussions and provide meeting notes;
- Provide technical knowledge to assist ITAP technical experts in adapting their expertise to context specific to the Philippines, and to support Filipino counterparts in identifying proper DOI technical support available to accomplish their project goals;
- Produce content for outreach materials, including brochures, fact sheets, website content, success stories, press releases, videos, or other outreach tools in English and other languages as defined

The ICC will report directly to the U.S.-based DOI-ITAP Project Manager, who will oversee their day-to-day responsibilities and tasks. While under the direction of DOI-ITAP, the ICC will also coordinate with the USAID Philippines Project Manager based in USAID's Philippines office in Manila, and provide support to other project staff as needed.

SCHEDULE

The assessment phase of this project is expected to take place over the fall of 2023 and early winter of 2024. After the assessment, the implementation phase will begin, during which the in-country coordinator will be onboarded and oriented to the scope and timeline of the project. The in-country coordinator can expect to dedicate 2-5 hours weekly, with weeklong activities throughout the lifespan of the project, including a 1-2 week-long activity after every fiscal quarter.

PAYMENT

Payment will be made through the creation of a stipend agreement, under which the in-country coordinator will receive a Declining Balance Card (DBC) available for monthly withdrawal, upon receipt of an invoice listing days/hours worked. DOI-ITAP will be responsible for bank fees, and funds may be withdrawn at a local bank branch or ATM location.

Additionally, DOI-ITAP will cover all travel costs associated with this assignment (e.g., round-trip airfare, lodging, etc. in conjunction with trainings, workshops, or events).

APPLICATION REQUIREMENTS

Competitive applicants for this position will:

- Demonstrate advanced expertise in one or more of the areas listed;
- Demonstrate experience in all facets of project management;
- Demonstrate experience in logistical coordination and project planning;
- Demonstrate experience working with international development organizations (ex. USAID, Peace Corps, Australian Agency for International Development, etc.);
- Demonstrate experience collaborating with a multi-disciplinary team;
- Demonstrate experience or knowledge of international conservation;

HOW TO APPLY

Please email a cover letter and resume/CV (as a single pdf document titled: "LastName_FirstName_Philippines-ICC") summarizing relevant experience, together with a note indicating supervisor approval (if applicable), to Nicholas_Bruscato@ios.doi.gov. Please use the subject line "Full Name_Philippines-ICC".

Applications should be submitted as soon as possible but no later than October 20th. Applications will be reviewed on a rolling basis.

APPLICATION PROCESS

A short list of candidates will be interviewed via MS Teams. All candidates will be notified of the results of the selection process by email. **The position is open to all applicants that meet the stated requirements. If applicants do not receive an email acknowledgement of receipt of their application, please inquire with the Project Manager listed above.**