TERMS OF REFERENCE

Position title: Manager, Sustainable Hydro Power and River Basin Management Programme, WWF Greater Mekong Programme

Directly reports to: Conservation Programme Director, WWF Greater Mekong Programme

Technically reports to: N/A

Supervises: Technical Advisor, Sustainable Hydro Power and River Basin Management Programme, WWF Greater Mekong Programme

Technically supervises: N/A

Location: Vientiane, Laos PDR with regular travels to other countries in Greater Mekong Region as required

Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), including a Regional team in the Hanoi, Vientiane and Bangkok offices. The ‘Greater Mekong Programme Office’ was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

WWF Greater Mekong Program Office has embarked on new strategic plan FY11-FY15. The new strategic plan outlines changes in the way WWF GMPO operates, both in conservation and operation aspects

I. Major Function

The Manager, Sustainable Hydropower and River Basin Management Program Strategy takes the overall leading for the programme of work contributing to the Strategy and Objectives of the WWF-GMPO Strategic Plan. This is an integrated program development and management responsibility where the role has marked contribution to defining the direction for new projects, processes, standards and action plans based upon GMP strategic plan. The role is accountable for ensuring sufficient funding from GAA donors to deliver the strategy in charge in accordance with the financial glide path specified in WWF GMPO strategic plan FY11- FY15. He/she ensures coordination of strategy activities with broader regional/country program and is the focal point of contact for any matter related to the relevant strategy in charge.

II. Major Responsibilities
A. **Policy and Advocacy, Fundraising, Partnership Development, and Networking**  
   30%
   - Lead a multi-country team of experts to identify key interventions (policy, field and communications) of the strategy in charge and develops recommendations to deliver on objectives
   - Lead the development of funding opportunities both within the network and outside, reach out to new audiences with an annual multi-million dollar budget linked to the strategy in charge and the financial glide path in coordination with GAA Coordinator and Strategy Team
   - Develop project proposals relevant to the strategy in charge to ensure the funding needed to deliver the strategy
   - Lead in the selection of relevant partners and build and maintain partnerships with key stakeholders that are important for successful achievement of the strategies and objectives (e.g. conservation organisations, donors, relevant organizations and Government) at regional level
   - Advocate on behalf of organization’s agenda building institutional relationships and promoting cooperative programme activities of the strategy in charge at regional level
   - Represent the organization in relevant fora such as conferences, symposium, and relevant government and community meetings and workshops

B. **Strategy Development and Implementation**  
   30%
   - Kick-off and develop groundbreaking initiatives to achieve transformational change, significantly contributing to the achievement of the respective strategy and the overall GMPO Strategic Plan.
   - Lead the development, coordination, review and update of relevant strategy and objectives in line with the GMPO Strategic Plan
   - Lead the implementation of relevant conservation strategy activities at regional level
   - Organize strategy execution in consistence with programme objectives, engaging national Program Managers, Landscape Managers for quality design and reliable delivery
   - Communicate the strategy in charge to all staff when required
   - Provide inputs to the relevant action plan of country programme to ensure alignment to the strategy
   - Work with the finance department to develop, monitor and update the annual budget to ensure that the Strategy has all the resources required to meet its objectives within agreed financial parameters
   - Develop, review and update activity workplan of the strategy

C. **People Management and Organisational Development**  
   20%
   - Involve in the recruitment and selection of staff under supervision
   - Responsible as direct line manager of Technical Advisors and Project Managers of relevant project under the strategy program in charge, by reviewing individual work plan, managing performance, providing training, coaching and advice to ensure that they are appropriately motivated and that staff deliver the performance objectives
   - Responsible for virtual management of the Strategy matrix team in charge by providing training, coaching, support, and advice, feedback on performance and inputs to the identification of training needs and career development of staff in the matrix group
• Work with HR Director to identify training needs and development opportunities for supervised staff and training needs related to strategy in charge for all GMP staff and provides training when required

D. Other Technical Specifics 10%

• Provide a comprehensive advisory and technical guidance to managers and staff on all aspects of strategy in charge when required
• Work in close coordination with the relevant communications staff of the GMP as well as other communication staff of the WWF network to communicate issues and achievements to defined target audiences
• Cooperate with programme audits, and implement audit recommendations upon approval by the RMT
• Facilitate knowledge exchange between countries and the Asia Pacific and International Network
• Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

E. Monitoring and Evaluation, Reporting 10%

• Monitor progress against activity workplan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible
• Monitor reports on the implementation of the programme of work linked to the WWF GMP Strategic Plan, including its contribution to WWF GPF and other relevant WWF Network Targets
• Provide support to the evaluation of the strategy in charge
• Provide regular reports and analysis to the Conservation Director to facilitate continuous improvement
• Makes reports to donors when required

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

III. Working Relationships

1. Internal

• WWF GMPO: Interact on a regular basis with other Sustainable Hydropower and River Basin Management Program Managers, Programme Managers, Landscape Managers at Country Programmes. Engage with and support WWF GMP staff
• WWF Network: Contact WWF China Programme Office, WWF International, relevant NI teams, PIA Shareholders

2. External

• Interact with donors, government, partners for the implementation of the strategy in charge

IV. Requirements

1. Education and Qualification

• Master’s degree in natural resources management, environmental or conservation management, development studies, or in relevant fields
• Qualification in Programme and Project Management

2. Knowledge
• Understanding of conservation and development issues in Greater Mekong Region, especially of the issues relating to strategy in charge
• Knowledge of the policy/institutional context related to conservation issues of the strategy in charge in Greater Mekong Region
• Knowledge of the realities of development partners, donor institutions, government agencies, and the not-for-profit sector in the region
• Knowledge of WWF’s PPMS is an advantage

3. Experience
• 5 years of practical experience in managing programme related to strategy in charge at regional level, 2 years of which should be in the Greater Mekong Region
• Experience in developing and writing related project proposals to aid agencies, foundations, corporate sector and other individual donors
• Successful fundraising experience with an annual multi-million dollar budget
• Experience of managing programmes funded by a diversity of sources including governments and aid agencies, private sector donors with annual multi-million dollar budget
• Experience of working in multi-cultural environment and with key regional and international institutions e.g. ADB, ASEAN, and the Mekong River Commission

4. General Skill
• Leadership and management
• People management
• Coaching and capacity building/development
• Strategic thinking
• Presentation and communications
• Networking and interpersonal
• Planning, organisation, time management, facilitation and coordination
• Problem solving
• Fluency in written and spoken English
• Proficiency in MS Office

5. Technical Skill
• Policy advocacy and influencing
• Proposal development and report writing
• Virtual support
• Fundraising
• Budget monitoring

6. Ability
• Promoting team synergy in a multi-cultural work environment
• Strong team player with ability to work in virtual teams
• Working towards tight deadline  
• Travelling frequently  
• Working on own initiative with minimum supervision and to stay on task

7. **Personality**  
• Cross cultural awareness  
• Diplomatic  
• Mature

V. **WWF's Mission and Values**

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**:  
   WWF’s Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:  
   - conserving the world's biological diversity  
   - ensuring that the use of renewable natural resources is sustainable  
   - reducing pollution and wasteful consumption

2. It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Passionate and Optimistic, Challenging and Inspiring, Credible and Accountable, Persevering and Delivering Results.

Prepared by:    Signature    Date:  
Conservation Programme Director, WWF GMPO

Reviewed by:    Signature    Date:  
HR Director, WWF GMPO

Approved by:    Signature    Date:  
WWF GMPO Representative

Accepted by:    Signature    Date:  
Staff member