

## **FOR IMMEDIATE CONSIDERATION**

### **Terms of Reference: Cross-Cutting Themes Lead, Natural Infrastructure for Water Security**

Forest Trends seeks a dynamic leader with demonstrated abilities to manage complex programs to join our team in Lima, Peru, as Cross-Cutting Themes Lead of the Natural Infrastructure for Water Security Project.

This position will be contracted as a full-time staff position in Forest Trends' office in Lima, Peru, under Peruvian labor laws with all corresponding state-mandated benefits. Forest Trends offers a competitive compensation package commensurate with experience and private health insurance. The Cross-Cutting Theme Lead reports directly to the Project Deputy Director.

#### **ABOUT THE NATURAL INFRASTRUCTURE FOR WATER SECURITY PROJECT AND FOREST TRENDS**

The Natural Infrastructure for Water Security (NIWS) Project works to scale-up the conservation, restoration, and sustainable use of ecosystems and indigenous technologies to reduce water risks such as drought, floods, and water pollution. To achieve this goal, the Project works to improve enabling conditions for adopting natural infrastructure solutions to water challenges; to improve the information generated and used by decision-makers to inform investments in natural infrastructure; and to facilitate the design, financing and implementation of natural infrastructure projects. Additionally, the Project has a mandate to mainstream a gender perspective across its activities and works to reduce gender inequalities in water resource management and in natural infrastructure solutions.

The NIWS Project is led by Forest Trends, with our local partners CONDESAN and the Peruvian Society for Environmental Law (SPDA), as well as international experts EcoDecisión and researchers from Imperial College London. The Project is executed through a cooperative agreement with USAID. It is financed by USAID and the Government of Canada. It began implementation in December 2017 and is programmed to conclude in June 2023.

Forest Trends is a non-governmental organization based in the United States that works to conserve forests and other ecosystems through the creation and wide adoption of a range of environmental finance, market, and other payment and incentive mechanisms. Forest Trends does so by:

- Providing transparent information on ecosystem values, finance, and markets through knowledge acquisition, analysis, and dissemination;
- Convening diverse coalitions, partners, and communities of practice, to promote environmental values and advance development of new markets and payment mechanisms;
- Demonstrating successful tools, standards, and models of innovative finance for conservation.

## RESPONSIBILITIES

The Cross-Cutting Themes Lead manages a team of diverse professionals to deliver results in the framework of the Project's cross-cutting strategies. The Cross-Cutting Themes Lead also provides support and guidance to the Project's technical team on methodological development, facilitation, social and environmental safeguards, documentation, and other cross-cutting coordination and management items.

Effective implementation of his/her responsibilities requires developing and maintaining clear lines of communication and collaboration with the Project Director and Deputy Director, the interdisciplinary teams leading the NIWS technical components and activities, including those led by Consortium partners; and key external counterparts ranging from the Peruvian government to world-class technical experts to local leaders. The Cross-Cutting Themes Lead reports to the Project Deputy Director.

### A. Implementation and Adaptive Management of Cross-Cutting Strategies

The Cross-Cutting Themes Lead is responsible for the timely, effective, and adaptive implementation of the project's cross-cutting strategies and action plans. They are:

- **Monitoring, Evaluation and Learning Plan.** This plan has been developed and has been approved by USAID.
- **Gender Strategy and Action Plan.** This strategy has been drafted and is in process of revision, led by the Senior Gender Specialist.
- **Capacity-Building Strategy and Action Plan.** This strategy has been developed and is in implementation, led by the Capacity-Building Specialist.
- **Information and Knowledge Management Strategy.** This strategy is under development in collaboration with Consortium partners CONDESAN and Imperial College London.

The Cross-Cutting Themes Lead also works closely with the Communications Lead to support the effective flow of information and knowledge between technical teams and communications specialists, as part of the implementation of the NIWS Communications Strategy and Annual Plans.

Inherent in this management is technical and budget planning and adaptive management consistent with project goals and compliance with all USAID regulations and provisions.

### Management of the Cross-Cutting Themes Team

The Cross-Cutting Themes team is comprised by the Senior Gender Specialist, Capacity-Building Specialist, Information and Knowledge Management Coordinator, Research Coordinator, Technical Writer, and other staff and consultants hired to support the Cross-Cutting Themes unit. The Cross-Cutting Themes Lead directly supervises the team and is responsible for:

- Overseeing workflow and assuring technical quality of work produced by team members and consultants;
- Assessing performance of team members and consultants;
- Developing professional development plans with team members to support their growth and well-being, in coordination with Project director and Deputy Director;
- Identifying staffing needs and leading recruitment and selection of any new team members, in coordination with Project Director and Deputy Director; and

- Proactively supporting a positive team environment, managing and resolving issues, or seeking help to do so, as they arise within the team.

## **B. Technical Leadership**

As part of the leadership team of the NIWS Project, the Cross-Cutting Themes Lead will:

- Represent Forest Trends and the Project with key stakeholders, including the Peruvian government, USAID, and Canada, as well as with media and in public engagements, in technical areas of his or her expertise;
- Provide guidance on the design, methodology and facilitation of workshops and trainings held by the Project, according to his/her expertise in relevant methods and approaches;
- Work with her/his team and the Communications team to strategically capture and disseminate lessons learned, tools, media, and knowledge generated by all Project partners and counterparts;
- Directly oversee the development of the flagship *State of Natural Infrastructure Investment in Peru* reports; and
- Directly oversee the creation and maintenance of the Project Design Toolbox, a directory with online repository of tools for Natural Infrastructure design and evaluation, beginning with tools developed by GOP counterparts and other experts.

## **C. Planning and Reporting**

The Cross-Cutting Themes Lead is responsible for all aspects of planning, technical reporting, and compliance for his/her area.

Additionally, the Cross-Cutting Themes Lead will work directly with the Project Director and Deputy Director to support efficient and effective planning, reporting and evaluation for the overall project, with a focus on:

- Designing, preparing and implementing planning processes and methodologies to support results-based and adaptive management, including through supporting agenda or facilitation plans for annual retreats, quarterly reviews, and other team workshops;
- Preparing the Project baseline in quantitative and qualitative terms that permit effective storytelling and evaluation of project results;
- Preparing sections as needed for the project work plans and reports, and support other aspects of quarterly and annual reporting, working closely with the Technical Writer and Project Deputy Director;
- Supporting in the organization and implementation of project common activities, such as stakeholders' meetings; databases, repositories and online systems; stakeholder mapping;
- Directly overseeing the NIWS mid-term self-evaluation and preparing the NIWS team for external evaluations; and
- Other duties as required by the Project Director and Deputy Director.

## QUALIFICATIONS

Required qualifications:

- Professional with postgraduate studies in a field relevant to the responsibilities of the position
- Demonstrated ability to lead and work in interdisciplinary teams, including the ability to align team members toward a share vision and execute to achieve results
- Demonstrated ability to manage complex programs for results; at least 7 years of experience with responsibilities for planning, reporting and budget management
- Experience working with USAID; familiarity with USAID regulations and requirements for monitoring, evaluation, and environmental compliance
- Specialization in facilitation, mediation, capacity-building, research methods, or similar skills
- Familiarity with and curiosity about the fields of climate change, ecosystem services, and water resources
- Exceptional communicator, both verbal and written
- Professional fluency in English and Spanish
- Proven team player who thrives working in an interdisciplinary environment
- Commitment to the mission of Forest Trends and enthusiasm to join a talented and committed team

Preferred qualifications:

- Specialization in one or more of the focal areas of the NIWS Cross-Cutting Strategies
- Demonstrated technical knowledge in areas relevant to the Project's technical objectives (i.e., environmental conservation, climate change adaptation, ecosystem services, water resources management, rural development)
- Available to start immediately.

## INSTRUCTIONS FOR CANDIDATES

Qualified candidates should submit their CV and a cover letter explaining their experience relevant to the responsibilities of the position, noting their salary expectations, and including at least 2 professional references, to [infraestructuraverdeinfo@forest-trends.org](mailto:infraestructuraverdeinfo@forest-trends.org), no later than Monday, July 1. Candidates are encouraged to apply sooner if possible, as applications will be considered on a rolling basis.