

Consultancy announcement

Consultant: Project Coordinator for Asian fire policy

Deadline for application: 13 December 2024

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC, in collaboration with the USDA Forest Service, is leading the Community-based Fire Management (CBFiM) project to empower Asian communities in sustainably addressing forest fires. This initiative focuses on capacity-building, policy development and knowledge sharing in Cambodia, Lao PDR, Thailand and Viet Nam fire-prone areas. The project aims to enhance fire management strategies, build resilience against climate change and deforestation and contribute to regional benefits such as reduced transboundary smoke and haze.

To support CBFiM's objectives, the FIREPOL project, funded by the European Research Council, investigates the political drivers of wildfire management through a comparative study of wildfire policies, power dynamics and community-based practices. FIREPOL aims to create a comprehensive fire-related policies and norms dataset across 20 Asian countries (Afghanistan, Bangladesh, Bhutan, Brunei, Cambodia, India, Indonesia, Iran, Lao PDR, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, Timor Leste, Viet Nam). This dataset will inform CBFiM's efforts by providing insights into existing fire management regimes, community involvement and policy gaps.

RECOFTC is currently seeking a consultant to serve as a project coordinator for its main office in Bangkok, Thailand. The engagement period is from December 2024 to September 2025, with a flexible start date and preferred availability from 1 January 2025. The consultancy involves approximately 130-150 days with the monthly workload varying based on specific tasks and project requirements. The contract may be extended based on project needs and performance.

Specific tasks and duties

Reporting directly to the CBFiM Regional Project Manager, the coordinator will be responsible for overseeing data collection, quality assurance and control, working closely with research assistants throughout the process. The coordinator will also contribute to the detailed country profiles for Cambodia, Lao PDR, Thailand and Viet Nam, documenting and analyzing each country's fire-related policies.

The consultant will be responsible for the following tasks:

1. Policy data collection and thematic coding
 - Collect and review fire-related policy documents from 20 Asian countries, including government publications, legal documents, academic studies and historical records via desktop review (other methods may be considered)
 - Participate in training sessions provided by the FIREPOL/CBFiM team to understand and utilize the thematic coding framework (codebook) for accurate data entry
2. Research assistant(s) coordination
 - Supervise and coordinate the work of two to three research assistants hired to support data collection
 - Review research assistants' work regularly to ensure data quality and consistency, providing feedback and additional training as needed.
3. Database management
 - Organize and manage collected data in a structured format, ensuring consistency and adherence to the FIREPOL codebook standards
 - Perform data entry for each country, focusing on key variables such as policy type, enactment dates, responsible agencies and regulatory approaches
4. Quality assurance and validation
 - Conduct a final cleaning and validation of the dataset for submission
 - Support the writing and reviewing of reports and country profiles
5. Regular reporting and coordination
 - Maintain regular communication with the CBFiM project team, providing updates on data collection progress, challenges and any required adjustments
 - Participate in scheduled check-ins to discuss progress and resolve issues
6. Workshop and training coordination
 - Support the organization and logistics for CBFiM and/or FIREPOL workshops
 - Assist in preparing materials, taking notes, developing reports and conducting training sessions as needed to ensure quality and consistency in data collection among partner teams

Qualifications and experience

The consultant should have the following qualifications and experience:

Essential

- Bachelor's or master's degree in public policy, environmental studies, or a related field
- At least five years of experience in policy analysis, preferably in the forestry, conservation or natural resource management sectors
- Proven experience in policy data collection, database management and qualitative data analysis
- Strong analytical skills and attention to detail
- Experience in supervising and coordinating junior team members

- Strong analytical skills and attention to detail
- Excellent writing and communication skills in English
- Ability to work independently and meet deadlines

Desirable

- Proficiency in one or more languages of the assigned Asian countries (Afghanistan, Bangladesh, Bhutan, Brunei, Cambodia, India, Indonesia, Iran, Lao PDR, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, Timor Leste, Viet Nam)
- Experience working on fire management policies and practices in Asia
- Familiarity with international and regional frameworks on environmental policies
- Knowledge of community-based approaches in natural resource management
- Experience in developing reports and policy briefs for diverse audiences
- Demonstrated ability to work in multicultural environments

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

How to apply

The selection process will include a review of qualifications and experience followed by an interview to assess technical knowledge and understanding of the CBFiM project's objectives.

Interested candidates should submit their CV and cover letter to cbfim@recoftc.org with a copy to marina.tornorsam@recoftc.org. Use the email subject line "Project Coordinator Application." Applications will be reviewed on a rolling basis.

For more information about RECOFTC, please visit our website www.recoftc.org.

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.