



**TERMS OF REFERENCE FOR
Country Project Staff**

July 2022



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Background

The Western Balkans (WB), including Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia, is one of the most affected regions in Europe by landscape fires (LFs). Climate change, land-use change, and the rural exodus are increasing the ecosystem's vulnerability to landscape fires in the region. Extreme weather events such as long-lasting droughts create the condition for devastating fires. Post-fire rainstorms result in secondary disasters such as erosion, landslides, and siltation of rivers. Moreover, insect outbreaks (i.e. bark beetles) and plant diseases are common occurrences after LFs.

To mitigate the negative impacts of LFs in the WB, it is necessary to have inclusive, cross-boundary cooperation and knowledge exchange to strengthen the capacities for landscape fire management (LFM) in the region. All of these aspects are incorporated in the Landscape Fire Management in the Western Balkans Programme. The **Landscape Fire Management in the Western Balkans (LFMWB) is a project financed by the Swiss Agency for Development and Cooperation – SDC and implemented by Farmahem from Skopje (acting as a Regional Executive Agency (REA)) with backstopping support from Helvetas Swiss Intercooperation.** The first phase is designed to be implemented in the period from 01.02.2022 until 31.08.2025. The aim of the LFMWB is to foster regional cooperation, create joint policy settings and develop LFM strategies and guidelines in the WB countries. The Programme is using a participatory approach that includes the local population in the processes, promotes gender equality, and further strengthens public awareness of the importance of safeguarding natural resources.

The overall goal of this LFMWB is to increase resilience of Western Balkan forests and landscapes against fires benefit the people who depend on these landscapes for their livelihoods and socioeconomic development. This goal is aligned with the SDC's Framework strategic components: Climate-resilient development and Sustainable management of natural resources. The Programme outcomes (1) A lasting regional network is established and contributes to cross-boundary knowledge exchange and cooperation in landscape fire management (LFM); (2) Strengthened capacities on broader LFM approaches allow for an effective cross-sectoral collaboration at multiple levels; (3) Revised policies and strategies on LFM are in place to support sustainable landscape management at local, national and regional levels; initiate inter-sectoral collaboration, improved working approaches, involvement of the community and key stakeholders in the development processes. The project partners are supported in taking the driving seat to ensure the sustainability of the Programme interventions on a national, regional, and international level. The LFMWB Programme is establishing strong and trustful national and regional networks for LFM. The objective of establishing the networks is to launch multi-stakeholder policy dialogues, foster better cooperation and strengthen the capacities in the WB region. Furthermore, the Programme contributes to encouraging the integration of LFM as an essential part of climate change adaptation and mitigation strategies.

* This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence.



Duties and Responsibilities

THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE COUNTRY PROJECT STAFF (CPS) INCLUDE:

- Supporting and collaborating with the appointed Country Focal Point (CFP) and promoting LFM within relevant national institutions and organizations;
- Communicating and collaborating with the project partners and CPSs in other WB countries for the needs of the LFMWB programme;
- Actively contributing to the regional network and stimulating exchange and collaboration among stakeholders;
- Developing, coordinating and presenting country report including LFM guidelines based on assessment and gap analysis (laws, bylaws, policies, strategies, etc.);
- Collaborating with experienced experts and practitioners in the process of developing knowledge products;
- Collecting and providing data for needs of the LFMWB programme;
- Organizing meetings, workshops, tailor-made training, and conferences with the LFM stakeholders as defined in the Yearly Plan of Operation (YPO);
- Developing, coordinating and presenting national strategy on adaptive landscape management and LFM (local language and English);
- Participating in the process of development of regional strategy on adaptive landscape management and LFM (English);
- Supporting the establishment LFM national network acting as a national science-practice-policy interface;
- Supporting LFM and landscape knowledge exchange among, the country of origin, WB countries and Switzerland;
- Facilitating the project activities for conducting research on LFM, landscape adaptive management, and climate change to fill the gaps in praxis and policies;
- Contributing in the process of development of a public awareness campaign plan;
- Organizing and implementing campaign activities (events, presentations, communication with media, social media) at national level facilitated by the project partners;
- Supporting the development of national policy guidelines on adaptive landscape management and LFM;



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- Supporting multi-stakeholder policy dialogue for integrating LFM into broader frameworks at national level;
- Providing support to REA for the monitoring and evaluation of the community-based LFM projects
- Delivering monthly timesheets and reports for the completed working activities to regional executing agency (REA);
- Respect and implement SDC General Condition of Business.

Competencies

The candidate should have the following core values and competences: respect for diversity, integrity, professionalism, courtesy, and patience as well as effective communication, inclusive collaboration, stakeholder engagement, teamwork, networking and coordination skills.

FUNCTIONAL COMPETENCIES

- Ability to work effectively with diverse and international stakeholders;
- Strong programme organization and implementation;
- Ability to follow and deliver the activities defined in the YPO on time;
- Solid understanding of forestry, fire management, and climate change across sectors and levels of governance;
- Ability to gather and interpret data and present findings;
- Strong knowledge of Project Cycle Management and results reporting;
- Ability to work with networks;
- Good organizational skills and ability to prioritize work schedule to meet project partners' and stakeholder's needs and deadlines;
- Ability to apply fundamental concepts and principles of a professional discipline or technical specialty relating to the position;
- Excellent interpersonal and communication skills (both oral and written in Serbian and English);
- Ability to handle conflict and sensitive issues;



Required Skills and Experience

Education/Academic requirements:

- Bachelor's degree (240 ECTS) in Forestry/ Forest Sciences, Environment, Ecology, Sustainable Development, Climate Change, Forest Fires, or closely related fields; Master's degree would be considered an asset;
- Knowledge in project/programme management and international experience would be an asset.

Work Experience

- Minimum four (4) years of relevant professional experience in programme/project management, or engagement on forestry and environment issues is required;
- Proven understanding of forestry, forest protection, wildfires, climate change processes in the Country is required;
- Previous experience in working with international organizations on these topics is considered an asset;
- Experience in working in governance policy-related areas, programmes and projects and other similar international organizations would be an asset;
- Evidence of knowledge of and experience with national institutions and stakeholders working in the field of forestry and environment in the country, and familiarity with participatory approaches;
- In-depth knowledge and experience of the legal and policy framework on forestry and the relevant international instruments and mechanisms, and thorough conceptual understanding of forest fire management in the Country is desirable;
- Evidence of solid knowledge of and familiarity with stakeholders in the country, in particular national institutions working in the field of forestry mainstreaming, environment, and nature conservation is an asset;
- Demonstrated experience in programme/project design, coordination and management with international organizations is an advantage;
- Experience in IT Microsoft skills.



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Language Requirements:

Fluency in English (oral and written) and Serbian (oral and written) is required.

Application Procedure:

Qualified candidates are requested to apply online via the following email:

Name of the contact person: Marija Sterjovska

Email: marija.eko@farmahem.com.mk

Cover letter stating your interest in and qualifications for the advertised position and CV lately **till 20.08.2022**. Women candidates are encouraged to apply.

Contract duration

A contract between the selected candidate and Farmahem, acting as a Regional Executive Agency will be signed. The tasks should be delivered within the period from 1st of September 2022 till 31th of August 2025.

Duty station

The candidate will be based in the premises of the country partner institution (CPI): Ministry of Agriculture, Forestry and Water Management

Address: Trg Republike Srpske br. 1. 78000 Banja Luka, Republika Srpska, BiH.

Payment method

After signing the contract, the engaged CPS will be paid monthly by REA in CHF. Fees will be transferred to CPS as gross amount.



Deliverable

Upon signing of contract, the candidate is responsible to deliver the following LFM knowledge products: country report including LFM guidelines, one regional and one national strategy on adaptive landscape management and LFM and policy guidelines on adaptive landscape management and LFM. The candidate is requested to contribute in the process of developing a plan for a public awareness campaign and to implement campaign activities at regional and national level. The candidate shall report on and submit the above deliverables to REA and CPI. Furthermore, the candidate should interact with the assigned focal point to facilitate the assignment and ensure the timely generation of data from stakeholders on each assignment. The candidate is expected to support the establishment of fully operational national network on LFM acting as a national science-practice-policy interface and to be an active member in the regional network on LFM. The candidate shall initiate multi-stakeholder policy dialogue for integrating LFM into broader frameworks at national level.