



TERMS OF REFERENCES (ACT2021/075)

Position Title: Alternative Livelihoods Coordinator
Location: Paramaribo
Reports to: ACT-Suriname Program Director
Period: 01 July 2021 – 31 December 2021

ABOUT THE ORGANIZATION

Amazon Conservation Team (ACT)

The Amazon Conservation Team (ACT-S) is a nonprofit organization dedicated to preserving rainforests through partnership with indigenous and other tribal communities in Suriname. We have a unique niche among environmental nonprofits working in the tropics: ACT protects the rainforest by working hand-in-hand with indigenous peoples and other local communities in the Amazon. Specifically, we seek to steadily increase the number of local communities in the interior of Suriname that are able to monitor, sustainably manage and protect their traditional forestlands and significantly increase the area of Amazonian rainforest with improved protection.

ACT's strategic approach to conservation, focusing on sustainable land management and protection, secure and sustainable livelihoods, and strengthened community governance and culture, supports our vision for the Amazon and provides a clear, unified and long-term direction for how our organization operates. The Amazon Conservation Team Suriname (ACT Suriname) was officially established in 2002 to strengthen ACT's relationship with the indigenous and tribal communities in central and southern Suriname.

PURPOSE:

The Alternative Livelihoods Coordinator (ALC) is primarily responsible for oversight and advancement of ACT's livelihoods program across all partner communities in Suriname, Guyana and, in the future, French Guiana.

DIMENSIONS:

This position reports to the Program Manager, Country Manager and the ACT-Suriname Program Director (PD). Special reporting to the Finance Manager and in general the ACT team in Suriname.

Kinderdorpstraat 12, Paramaribo, Suriname
Phone: (+597) 434.933 | (+597) 430.584
info@act-suriname.org
www.act-suriname.org

KEY ACCOUNTABILITIES:

- Conduct a comparative assessment and report upon the current status and needs of ACT livelihood project sites and products. Apply a holistic, multi-faceted approach to address environmental, socio-cultural, and business aspects. Consult ACT staff, ACT reports, outside experts and scientific literature. Provide analytical views leading to recommendations for best practices and adaptive management.
- Establish a systematic approach to the on-going planning, monitoring and evaluation of ACT's various livelihood projects. Contribute to the Annual Operations Plan/other planning.
- Provide expert advice and support on-the-ground activities including oversight and regular visits to ACT value-chain communities and operations. Promote collaborative activities and manage at least one livelihood project directly. Engage, guide and support villagers, Amazon Conservation Rangers (ACRs), students/researchers, and consultants who contribute to the programs. Plan and manage village trainings and other capacity-building activities.
- Serve as a value-chain liaison effectively bridging local communities, ACT, buyers and marketers (national, regional, international), and any other stakeholders. Ensure that FPIC principles are formally applied with every community. Ensure that buyers and marketers create a comprehensive 'business case'. Co-develop buyer-community contracts that ensure fair trade with local communities and businesses. Ensure that projects are designed to increase the independence of communities and diminish direct involvement of ACT.
- Provide a transitional plan from the status quo to a (semi) professional local business, both technical and organization-wise.
- Ensure that stories, movies and communication materials on the progress and outcomes of the value chain projects are shared with different groups involved at field/ country. Provide at least 1 monthly blog piece on activities, impacts, and lessons learned.
- Explore and assess the feasibility of potential new value-chain activities to ACT-Suriname.
- Set up a schedule for weekly, monthly and quarterly meetings with different groups of people within and outside the office in Paramaribo. Evaluate and adjust for efficient information flow.

The duties and responsibilities listed above are representative of the nature and level of work assigned and not necessarily all inclusive.

WORKING CONDITIONS/ENVIRONMENT:

The position is located at the Paramaribo office. Domestic and international travel is mandatory. Incumbent must be able to travel in the region and the interior without any problems.

WORKING RELATIONSHIPS

- ACT Suriname Program Director
- Other colleagues in the office
- Members of the interior community
- Government organizations
- Possible other NGO's operating within the same area

SKILLS, KNOWLEDGE AND EXPERIENCE

- At least 10 years' experience and proven results in management, reporting and supervision of community-based livelihood projects in the field of conservation, indigenous issues, sustainable management of natural resources.
- At least 10 years' experience in ensuring international hygienic standards, protocols, and standard operating procedures in rural agricultural or wild-harvested value-chain projects.
- Possess robust knowledge of conservation, indigenous issues, non-timber forest products and value-chains in the three Guianas.
- Knowledge and adherence to the core values of ACT.
- Fluency in languages covering the project (English, Dutch, Sranantongo)
- Demonstrated ability to multi-task with acute attention to detail; excellent organizational and administrative skills
- Ability to work independently and effectively under pressure in a rapidly changing professional environment
- Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity
- Diplomacy and good interpersonal skills, with the ability to remain calm under pressure and not lose sight of strategic priorities

PLACE AND SCHEDULING OF WORK

In Paramaribo, consultant will work from home and when required be at the ACT office. Up to 50% of working time is expected to be undertaken in the field.

PAYMENT SCHEDULE

The consultant will be paid according to the timeline upon approval of deliverables or upon approval of a progress report of the deliverables, based on 40 hours work week (5 days per week). The consultant is supposed to arrange his/her Health insurance himself, for which ACT will allocate the funds and reimburse the expenses after consultant submits an invoice of the payment. In addition, ACT will have a laptop available for fieldwork.

TIMELINE & DELIVERABLES

<u>PRODUCTS</u>	<u>DELIVERABLE</u>	<u>DEADLINE</u>	<u>PAYMENTS</u>
	Signed contract & Workplan	<u>JULY 1ST 2021</u>	<u>PAYMENT 1</u>
<u>PRODUCT 1</u>	Assessment and transitional plan provided on the current status and needs of ACT livelihood projects to become (semi) professional. In addition to biological resources, the report documents the status of infrastructure – water, solar	<u>AUGUST 24TH, 2021</u>	<u>PAYMENT 2</u>

	electricity and internet - in each partner village of southern Suriname.		
<u>PRODUCT 2</u>	<p>Kwamalasamutu: Herbal tea and Bee keepers in Kwamalasamutu formally organized in a cooperative with officers voted in (or another organizational structure of their choice) Report submitted on ecological sustainability and monitoring program for herbal tea and bees – goals, methods, timeline.</p> <p>Curuni: Report on progress of external Brazil Nut value-chain consultant (1)</p> <p>Sipaliwini/Tepu: List of interested or committed buyers for value-chain projects is provided–allowing for 2022 preliminary plans to be made expanding the tea, honey and jewelry value chains.</p>	<u>OCTOBER 24TH, 2021</u>	<u>PAYMENT 3</u>
<u>PRODUCT 3</u>	<p>Report on ecological sustainability of herbal tea and/or honey provided</p> <p>Interim report submitted on ecological sustainability and monitoring program for herbal tea and bees</p>	<u>24TH OF NOVEMBER 2021</u>	<u>PAYMENT 4</u>
<u>PRODUCT 4</u>	<p>Paper on sustainability of both products made for publication in specialized journals.</p> <p>Overview report submitted– Livelihoods: Current Status and Roadmap 2022-2026: Tea, Honey, Jewelry, Brazil Nuts, Palm Oils</p>	<u>24TH OF DECEMBER 2021</u>	<u>PAYMENT 5</u>

DURATION:

The contract is for a period of 6 months, from 1 July to 31 December, 2021.

HOW TO APPLY

Submission of the following documents can be addressed to: email a.haynes@act-suriname.org



Requested documents:

- a) A cover letter including the applicant's specific technical competencies in the consulting field
- b) Curriculum vitae
- c) Technical proposal including a methodological approach

The deadline for application is **7th of June 2021**

The information contained in this description has been designed to indicate the general nature and level of work performed by employees or consultants within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees or consultants assigned to this job.