



## WCS CARPE Chief of Party – Sustainable Poultry EPP

### Job Description

Wildlife Conservation Society, Republic of the Congo, 2020

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Overview:	<p>The <i>WCS CARPE Chief of Party for the Sustainable Poultry EPP</i> will ensure the implementation, coordination and administration of all activities supported by the United States Agency for International Development (USAID) Central Africa Regional Program for the Environment (CARPE) office, under their Environmental Partnership Program (EPP) in the provision of alternative proteins in the Republic of the Congo. Specifically, delivery of the EPP project titled: <i>“Conserving the biodiversity of northern Congo by diversifying the livelihoods of bushmeat value chain agents and increasing poultry production”</i>.</p> <p>The goal of this project is to create the enabling conditions in RoC for poultry production to increase, which integrated with more diverse sources of income for bushmeat value chain agents, results in poultry partly replacing bushmeat in local diets and a reduction in the hunting of wildlife in the forests of northern Congo.</p> <p>The Chief of Party (CoP) position is based in Ouessou, Republic of the Congo (RoC) with frequent travel to the capital (Brazzaville), within the country and to the Democratic Republic of the Congo (DRC). The CoP reports to the WCS Congo Country Program Director and works closely with key personnel in the WCS Congo program, the USAID/DRC mission and with the EPP partners, the World Poultry Foundation (WPF) and Village Enterprise (VE).</p>
Reporting to:	WCS Congo Country Program Director
Place of work:	Ouessou, RoC
Expected travel:	Regular travel to Brazzaville and northern RoC, Kinshasa, DRC (USAID/DRC HQ), and to other destinations for meetings as required.
Start date:	01 December 2020 (subject to signed funding)
Duration:	1-year scoping project, followed by 3-year implementation period if funding is secured.

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### 1. Principal responsibilities

The CoP will deliver on the following principal responsibilities in full coordination with, and supported by, the WCS Congo management team and the WCS Central Africa Regional team:

- a) Serve as the primary WCS point of contact and authorized representative with USAID, WPF and VE in regard to all communications on the Sustainable Poultry EPP project.
- i) Maintain good working relationships with all project participants, stakeholders, beneficiaries and other relevant organizations both in the RoC and in the wider Central Africa region.

- ii) Maintain a strong and responsive relationship with the CARPE Director, AO, AOR and other relevant USAID and USG staff.
  - iii) Maintain a positive and productive relationship with WPF and VE.
  - iv) Maintain close working relationships with the WCS Congo and NNNP management teams.
  - v) Ensure that USAID, WPF and internal WCS stakeholders are kept regularly up to date on project activities, deliverables and events.
- b) Coordinate the implementation, management and administration of the Sustainable Poultry EPP project:
- i) Coordinate with WCS Congo, WPF and VE management teams to ensure that project objectives are achieved to a high standard and on schedule.
  - ii) Oversee and, in some cases, carry out the delivery of the project's technical activities in accordance with the project work plan.
  - iii) Ensure that adequate technical assistance is available, supervising the recruitment and engagement of technical experts, partners and project staff, as appropriate, to help achieve the project objectives.
  - iv) In liaison with the WCS Congo Country Program Director, liaise with the Congolese Government, civil society and business groups, and other organisations as needed to coordinate activities and achieve the project objectives.
  - v) In liaison with the WCS finance team, ensure financial planning and execution of approved budgets is in compliance with financial and administrative policies and procedures of USAID and WCS.
  - vi) In liaison with the WCS Regional Grants Manager, ensure contractual and procurement procedures are executed in a timely manner in compliance with administrative policies and procedures of USAID and WCS.
- c) Through the development of robust monitoring and evaluation systems, ensure that all USAID reporting requirements are met to a high standard and on schedule.
- i) Preparation, submission for internal review and final submission of all contractually required technical project documentation (work plans, budgets, annual reports etc.).
  - ii) Ensure all financial reporting is prepared and submitted in a timely manner.
- d) Ensure that the project is implemented in accordance with:
- i) WCS policies and procedures.
  - ii) The requirements set out in the EPP award contractual agreement.
  - iii) USAID and relevant U.S. Government rules and regulations.
  - iv) The national law of the Republic of the Congo.

## 2. Qualifications

The experience and capabilities of the CoP should include:

- a) Significant experience of project management.
  - Experience working in inter-disciplinary and multi-cultural teams and managing several major activities simultaneously.
  - Experience managing international donor-funded projects, with multiple project partners and diverse project elements preferred.
  - Proven ability to achieve project targets and objectives, delivering quality work on tight deadlines.
  - Experience of designing and implementing monitoring and evaluation frameworks.

- b) Strong understanding of U.S. Government rules and regulations that govern the implementation of USAID-funded activities.
  - Experience of managing USAID-funded projects preferred.
  - Proven ability to work effectively with USAID mission staff would be an advantage.
- c) Knowledge of African conservation issues.
  - A Masters or PhD degree in conservation, natural resource management, or other relevant field experience in African conservation.
  - Experience working on conservation projects in field settings preferred.
  - Experience working in Central Africa region would be an advantage.
- d) Understanding of business management principles and private sector dynamics.
  - Experience operating in the private sector would be an advantage.
- e) Excellent written and verbal communication skills.
  - Demonstrated representational skills, with an ability to maintain favourable public relations.
  - Experience of developing and maintaining professional working relationships in a multi-stakeholder environment.
  - Demonstrated high-level competency in writing and editing of professional technical reports and other written products.
  - Fluency in English and professional competency in French.
  - Highly computer and internet literate.

**Applications will be sent to [wcscongbrazza@wcs.org](mailto:wcscongbrazza@wcs.org)**

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