

## Junior Expert (JE) Job description

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	
<b>Job title</b>	Junior Expert in Forestry Data base Management / Forestry Monitoring and Evaluation
<b>Main job domain (sector of activity)</b>	Environment and Forestry
<b>Job holder (name of JE)</b>	
<b>Job holder's (JE's) Signature + date (to be filled in after the selection of JE)</b>	

General information			
<b>Enabel or NGA Project/programme</b>	<input checked="" type="checkbox"/> Enabel	If Enabel : Navision code	RWA 1509811
	<input type="checkbox"/> NGA	If NGA : NGA name	
<b>Full denomination of the project/programme</b>	Forest Management and Woody Biomass Energy Support Project -FMBE		
<b>Project/programme 's location</b>	Rwanda		
<b>Duty station of supervisor</b>	Kigali	<b>Duty station of JE</b>	Kigali
<b>JE will be assigned to</b>	<input checked="" type="checkbox"/> Project/programme	<input type="checkbox"/> Representation (Enabel) / Country Office (NGA)	
<b>Project duration (dd/mm/yy)</b>	<b>Start date:</b>	20/12/2016	<b>Expected starting date for the job (dd/mm/yy):</b>
	<b>End date :</b>	20/06/2021	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	<input type="checkbox"/> 2 years
<b>Project/programme's contribution to the SDG's</b>	<input checked="" type="checkbox"/> No poverty <input type="checkbox"/> Zero Hunger <input type="checkbox"/> Health & Well-being <input type="checkbox"/> Quality Education <input checked="" type="checkbox"/> Gender Equality <input type="checkbox"/> Water & Sanitation <input checked="" type="checkbox"/> Affordable & Clean Energy	<input checked="" type="checkbox"/> Decent Work & Economic Growth <input type="checkbox"/> Innovation & Infrastructure <input type="checkbox"/> Reduced inequality <input type="checkbox"/> Sustainable cities & Communities	<input checked="" type="checkbox"/> Responsible consumption & production <input checked="" type="checkbox"/> Climate <input type="checkbox"/> Life below water <input checked="" type="checkbox"/> Life on land <input type="checkbox"/> Peace & Justice <input checked="" type="checkbox"/> Partnerships for the Goals

<b>1. Context of project</b> <b>2. Objectives</b> <b>3. Beneficiaries</b> <b>4. Main activities</b>	<p>1. Biomass is the main source of cooking energy in Rwanda with 93 % of rural and urban households depending on it. The current intervention “Forest Management and Woody Biomass Energy Support project (FMBE)” joins the effort of the Government of Rwanda in securing energy for all Rwandans, herewith referred in this concept note as the Sustainable Energy for All (SE4All) and contributes to the low carbon strategy 2050 of Rwanda. Based on the report “Supply Master Plan for fuelwood and charcoal (WISDOM study, 2012)”, the total demand for conventional woody biomass was estimated to be approximately 4.2 Mt, and sustainable supply potential was estimated at 3.2 million tons. The study projects that due to urbanization, population and income growth, by 2020 under a business-as-usual (BAU) scenario, the demand will grow to 5.7 Mt. The study further elaborates on the fact that this gap is sensitive to assumptions about productivity, which could vary the sustainable supply potential between 2.6 and 4.3 Mt. It points out the measures that could be taken to improve productivity to further close the supply-demand gap.</p> <p>2. Specific Objective: Woody biomass production capacity is increased on selected private and public land in the districts of intervention</p> <p>3. Beneficiaries Main beneficiaries are: -Rwanda Water and Forestry Department -Districts of intervention where forests management plan will be implemented - indirectly, population that will benefit of better supply of woody biomass</p> <p>4. Result 1: Districts Forest Management Plans are developed and implemented to increase sustainable supply of woody biomass</p> <p>Result 2: Improved capacity of Rwanda Natural Resources Authority (RNRA - recently changed to Rwanda Water and Forestry Authority -RWFA) and districts for monitoring forest management, gender integration and benefitting from climate financing opportunities</p> <p>Under this result 2, one specific activity is related to the support of RWFA in proper implementation of the Forestry Monitoring and Evaluation System (FMES) that has been developed under the previous BTC intervention, PAREF.be2. The present request is specifically targeting this activity.</p>
<b>Working language(s) in the project/programme</b>	<input checked="" type="checkbox"/> <b>French</b> <input type="checkbox"/> <b>Portuguese</b> <input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>Others:</b>

<b>Position of the JE within the organisation</b>	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<b>Supervisor’s name, job title &amp; background</b>	Jacques PEETERS, ITA Forest Management, Bio-engineer in Forestry
<b>Resource person(s) for technical support’s name, job title &amp; background</b>	IT Specialist of RWFA (Rwanda Water and Forestry Authority), administrator of FMES (Forestry Monitoring and Evaluation System) -position still under recruitment.
<b>A Junior Programme Project Officer will assure the follow-up.</b>	
<b>For NGA JE: name &amp; job title of the contact person from NGA headquarters that will assure the follow-up</b>	

## JE – Job description

### Job objective

*Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What is the benefit of the job?*

The objective of the function is to improve the processing of data and indicators of the FMES (Forestry Monitoring & Evaluation System) through the technical support of the department in charge of forestry (RWFA) in the coordination of data collection, in the data entry quality control, in the improvement of indicator's processing methods and in eventual software upgrading.

### Result areas

*Give the most important results to be achieved in the job. Limit yourself to stable, permanent job elements. Start with the most important ones and work your way down. Select a maximum of 5 to 6 result areas. Please consider the following for each result area: Why does the JE do this job? What will be his/her share of responsibility? What must (s)he achieve (objective)? Then list the activities that are to be performed to achieve the result. Ultimately list the final and tangible products that the JE is to produce. Please also indicate for each responsibility the importance (percentage of time) at a scale of 100.*

*Please find an **example** below*

Result area n°		Time in % :	50 %
<b>JE's role</b> [as...]	As trainer		
<b>JE's responsibility</b>	On the level of the project, help the colleagues in the data-processing field and give formations in this field.		
<b>In order to ...</b> [objective]	in order to make so that the data-processing tool is used better and to improve work and to make it easier		
<b>Most important tasks</b> [What activities (= verbs) are to be performed to achieve the objective?]	<ul style="list-style-type: none"> <li>• Identify the necessary formations</li> <li>• Give trainings</li> <li>• Help the colleagues with specific or systematic problems</li> <li>• Develop a training course</li> </ul>		
<b>Expected outputs</b> [What final and tangible products the JE is to produce?]	<ul style="list-style-type: none"> <li>• Inventory of the team's training needs regarding ICT</li> <li>• Basic ICT manual for colleagues</li> <li>• Training plan for colleagues for a one year period</li> <li>• X trainings given</li> <li>• Operational training course + training of some key-staff members in its use</li> </ul>		

Result area n°1		Time in % :	60
<b>JE's role</b>	Technical support		
<b>JE's responsibility</b>	Support RWFA officers in the coordination and supervision of FMES data collection		
<b>In order to...</b>	to improve the quality of entered data (number of data, reliability and accuracy, provided in due time)		

<b>Most important tasks</b>	Support in: <ul style="list-style-type: none"> <li>- Planning of data collection and registration activities</li> <li>- Training and supervision of officers in charge of data collection (central and district level)</li> <li>-Elaboration of ToRs for necessary periodic surveys including detail methods and templates, and preparation of proposal for funding request</li> <li>- Supervision of field surveys and results data registration in FMES</li> <li>- Control of data entry quality, problem identification and proposal of corrective actions</li> <li>- Improvement/upgrade of data collection procedures as necessary</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Data to be collected by Districts officers are properly collected and registered</li> <li>- Necessary surveys are conducted and data properly registered</li> <li>- Data to be collected by RWFA officer (central level) are properly collected and registered</li> </ul>

<b>Result area n°2</b>		<b>Time in % :</b>	<b>40</b>
<b>JE's role</b>	<b>Establishing synergies and partnerships</b>		
<b>JE's responsibility</b>	Support RWFA officers in charge in the improvement/upgrading of the FMES system		
<b>In order to ...</b>	To ensure its proper integration with other linked database system and ensure implementation of most adapted method for data collection/entry and indicators processing		
<b>Most important tasks</b>	Support in: <ul style="list-style-type: none"> <li>- Analysis with officer in charge of other linked databases (MINIRENA RBM&amp;E system, FLR-UICN tools, RWFA ARGIS database, National Forest Inventory and District Forest Management database, etc.) for the necessary FMES upgrades to be implemented (adding/removing of data/indicators, edition of data parameters, improvement of data entry interface, debugging, etc.)</li> <li>- Identification of upgrading actions requiring external expertise (DHIS2 developer), preparation of ToRs, facilitation of expert mobilization and coordination of system upgrading by the expert</li> <li>- For upgrading actions not requiring external support, implement it</li> <li>- Test the newly designed processes and report on issues and success</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- FMES is properly integrated with other linked database</li> <li>- Data&amp; indicators processing method is mastered by RWFA officers , and regular data collection, accuracy and reliability ensured , with less costly and most adequate calculation methods</li> <li>- Bugs are solved</li> </ul>		

<b>Result area n°3</b>	<b>Time in % :</b>	
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<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	Experimenting a new M&E system (FMES)
<b>JE's responsibility</b>	To ensure that the RWFA staff at central level and District Forest Officers at local level understand and adopt the new system of forest data management
<b>In order to ...</b>	

<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Baseline and periodic assessment of understanding of the importance of tool; attitudes and knowledge of staff towards the new system</li> <li>▪ Periodic SWOT analysis of the new system integration</li> <li>▪ Share knowledge/ experiences and successful case studies from other similar systems adoption and integration</li> <li>▪ Carry out Operational research / trial- testing of the new FMES system</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ Show-case the positive changes in Rwanda forests data collection , management and use</li> </ul>

<b>Networking &amp; partnerships</b>	
<p><i>Does the working environment offer opportunities to create/stimulate certain networks or partnerships (contribution to SDG 17)?</i>  <i>E.g.: organise a Good Practices workshop on a local level on a theme the JE is working on; represent the project in local thematic meetings/platforms, etc</i></p>	
<b>JE's role</b>	<b>See above Result area2 : Establishing synergies and partnerships</b>
<b>JE's responsibility</b>	To ensure proper integration of FMES system with other linked database systems and ensure implementation of most adapted method for data collection/entry and indicators processing
<b>In order to ...</b>	
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Liaising with the system administrators of FLR &amp;Collect Earth( Forest Landscape Restoration tools of IUCN (International Union of Nature Conservation) &amp; WRI (World Resource Institute); as well as the RBM&amp;E system ( National Results Based Monitoring and Evaluation System at the overall Natural Resources Sector Coordination )</li> <li>▪ Coordinating the Central level at Ministry (MINILAF ) with Implementing Agency (RWFA) and Districts at local level</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ To facilitate easy /smooth flow of data and stimulate the use of forestry data by different stakeholders at national and district levels.</li> </ul>
	<ul style="list-style-type: none"> <li>▪</li> </ul>

<b>Capacity building</b>	
<p><i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ?</i>  <i>Will (s)he have the possibility to work in pairs with a young local professional?</i></p>	
<b>JE's role</b>	See Above Result Area1 : Technical Assistance
<b>JE's responsibility</b>	Capacity Building of RWFA staff and District Forest Officers in data collection, recoding and quality assurance.
<b>In order to ...</b>	
<b>Most important tasks</b>	<p>Support in:</p> <ul style="list-style-type: none"> <li>- Planning of data collection and registration activities</li> <li>- Training and supervision of officers in charge of data collection (central and district level)</li> <li>-Elaboration of ToRs for necessary periodic surveys including detail methods and templates, and preparation of proposal for funding request</li> <li>- Supervision of field surveys and results data registration in FMES</li> <li>- Control of data entry quality, problem identification and proposal of corrective actions</li> <li>- Improvement/upgrade of data collection procedures as necessary</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ Efficient and effective methods and approaches of forestry data collection , recording and interpretation are established and adopted</li> <li>▪ Relevant/ coherent and reliable data are regularly collected and upgraded in the system to ease the strategic analyses and decision making</li> </ul>

Requested profile				
<b>Required training/degree</b> > <i>Remark : these criteria will be eliminatory on CV.</i>	Master or professionalizing Bachelor i * ICT * Agronomy/ Forestry / Bio engineer Civil engineer			
<b>Required knowledge</b> > <i>Remark : these criteria will be eliminatory on CV.</i>	Basic Knowledge of a Database Management tool (Post SQL, ACCESS, DHIS2, ARCGIS,,,) )			
<b>Language skills</b> <i>Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages		Knowledge	Comments
	English		<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	French		<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	
			<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	
<b>Preferred assets</b> > <i>Remark : these criteria will not be eliminatory on CV.</i>	<ul style="list-style-type: none"> <li>- Relevant experience in</li> <li>- * design/development/maintenance/use of database tools using PostSql, PostGIS, QGIS, ARCGIS, ACCES, DHIS2,,,) ,</li> <li>- * development/customization of software (hardcoding) and high capacity to learn/handle new IT tools</li> <li>- * calculation, monitoring and reporting of environmental and or forestry sectors indicators</li> </ul>			
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential	<b>Car</b>	<input type="checkbox"/> Essential
		<input type="checkbox"/> Preferable		<input type="checkbox"/> Preferable

Country context information			
Living conditions			
<b>Capital / rural area</b>	Kigali		
<b>Security context</b>	Very Safe		
<b>Access to services</b>	All main services accessible. Belgian and international schools ; public transport ...		
<b>Isolation / social life</b>	International community very well represented in Kigali. Sports and cultural activity groups are present		
<b>Location suited for families (with children)</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other useful observations</b>			
Work context and conditions			
<b>Work location</b>	Kigali		
<b>Field exposure?</b> <i>(Direct contact with beneficiaries &amp; local reality, frequency field missions,...)</i>	At least one field mission per 3 weeks to be organized , might be more frequent depending on the context and planning		
<b>Accessibility of the supervisor</b>	Full time availability of the supervisor / Mentor		
<b>Teamwork / isolated work</b>	Work in team with RWFA officers in charge of FMES implementation (administrator, data collection coordinator and GIS expert), directly based in the RWFA office,		
<b>What transport arrangements will the project consider in order</b>	<input type="checkbox"/> Motorcycle from the project at disposal of the JE		
	<input type="checkbox"/> Borrow a car belonging to the project/programme when required		
	<input type="checkbox"/> Local transport? What? :		

<b>to insure the JE's professional travels/journeys?</b>	<input checked="" type="checkbox"/> Other, please specify : Car from project/forestry departement will be provided for any necessary and approved mission in the field
<b>What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?</b>	<input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input checked="" type="checkbox"/> Local transport? What? : Public Buses; Taxi Voiture and Taxi-Motos <input type="checkbox"/> Other, please specify :
<b>Other useful observations?</b>	