



**FORGOTTEN
PARKS**
ASBL

Fundraising, Reporting and M&E Manager Upemba National Park Democratic Republic of Congo

Position Title: Fundraising, Reporting and M&E Manager

Location: Lusinga Headquarters, Upemba National Park, DR-Congo

Reports to: Director FP / Park Manager

Starting date: 1st June 2024

Duration: The position is initially for 1 year with the prospect of an extension

Background Upemba National Park

Upemba National Park, with legal protection since 1939, is one of the oldest parks in Africa. The Park is linked to Kundelungu National Park and a number of game reserves, together forming a massive mosaic of protected areas. Upemba boasts a wide diversity of habitats, including a full transitional gradient from highland steppe through miombo woodland to both wooded and grassland savannah. There are numerous rivers, waterfalls, wetlands and gallery forests. The Lufira River and Lake Upemba, both within park boundaries, form a critical watershed for the region as well as the source of the mighty Congo River. The Congolese Wildlife Authority (ICCN) signed a Private-Public Partnership with the Forgotten Parks Foundation (FPF) delegating management responsibility to the Foundation for the next 15 years. Under this agreement Forgotten Parks is responsible for the management, monitoring and protection of the park, as well as for developing sustainable financing mechanisms to meet the on-going management costs.

Description:

The Grant, Reporting and M&E Manager is responsible for supporting daily management of donor grants such as USAID, European Union, private foundations and external relations in general. Working alongside the Park Manager, the Grant, Reporting and M&E Manager is responsible for grants writing and reporting requirements. He/she will coordinate the monitoring and evaluation system for the planning and implementation of FP/ICCN activities.

He/she will be a strong planner, able to organize and prioritize multiple priorities and upcoming deadlines.

He/she will do this by adhering to the FP/ICCN code of conduct and standard operating procedures. As an employee of FP/ICCN, he/she will uphold the values and operating principles of the organization and maintain a professional work etiquette at all times. He/she will report to the Park Manager.

Key Responsibilities

PROJECT DESIGN, MONITORING & EVALUATION

- Ensure the implementation and improvement of the project monitoring and evaluation system and ensure their daily management;
- Follow-up and guidance from the IMET process;
- Implementation of program indicators and mentoring of program managers;
- Identify difficulties encountered in the implementation of program activities and participate in the application of corrective measures;
- Participate in the monitoring and evaluation of programmatic performance of projects and those of team members, periodically analyze deviations and propose corrections and changes if necessary;
- Lead reviews concerning the impact of interventions currently being implemented to increase conservation and sustainable development;
- Identify and analyze problems and inefficiencies affecting the success of Upemba programs ;
- Assist the park management with the development and review of the park's strategies;
- Organize workshops and planning meetings, (annual, semi-annual, quarterly and monthly), COCOSI, PAG, etc;
- Train and supervise the program team in the areas of planning and monitoring-evaluation and production of planning, monitoring and reporting materials and tools;
- Support the organization of field supervision, monitoring and control missions.

REPORTING

- Ensure the regularity of reports and follow-up reports from the Upemba team;
- Exploit and consolidate the reports submitted by the Upemba team and participate in feedback in collaboration with the Executive Director;
- Consolidate data in team reports and minutes to produce periodic monitoring and evaluation reports (monthly, quarterly, half-yearly and annual);
- Provide regular operations impact reports to park management.

DATA MANAGEMENT

- Manage and update the project databases;
- Track IMET data;
- Finalize and periodically update monitoring indicators;
- Ensure data quality assurance.

Deliverables

The Grant, Reporting and M&E Manager will actively participate in the drafting and update of the following documents:

- Development and Management Plan (PAG)
- Business Plan
- Long Term Strategy
- Operational Plan
- Program strategies
- Grant Reporting
- Periodic monitoring and evaluation reports

- IMET process (annual)
- Grant Proposals

Requirements:

- Excellent leadership and people management/team building skills;
- Strong communication skills and ability to work with diverse cultures;
- Good knowledge of participatory methodologies and skills in monitoring and evaluation;
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans;
- Ability to encourage consensus, coalition building and provide input to Upemba's strategic pathways;
- Fluency in spoken and written French and English ;
- Good report writing skills and ability to write detailed and accurate reports with clarity, brevity and timeliness;
- Able to self-manage and understand priorities;
- Good team player with a collaborative spirit;
- Experience living and working in austere environments or work experience in Africa.

Your Application: Please send your application including a cover letter and a chronological CV in PDF format to jobs@forgottenparks.org / tina.lain@forgottenparks.org

The cover letter will be used to judge the quality of your application.

Application deadline is 28th April 2024 and references should accompany your application.

Note on Security: Katanga is a relatively safe area compared with the rest of the DRC and we take personal security seriously. You will receive a security brief on acceptance of the position.