

## JOB DESCRIPTION

### HERDING FOR HEALTH FARMER FACILITATION TEAM LEAD

**JOB TITLE** Farmer Facilitator Team Lead (FFTL)

**LOCATION:** To Be Confirmed

**LINE MANAGEMENT:** H4H Area Manager

#### THE ORGANIZATION:

The Herding for Health (H4H) Project is funded by the Green Climate Fund and is implemented by the Government of Botswana, specifically the Ministry of Agriculture. The Project aims to facilitate landscape level rangeland restoration, carbon sequestration and the mitigation of GHGs through innovative, community-driven rangeland and livestock management based on the H4H Model. The Project enables job creation, skills development, planned grazing, improved livestock management, enterprise development and market access to beef producers in the Bobirwa, Ngamiland, and Kgalagadi regions of Botswana.

#### TERMS OF REFERENCE

(A) GENERAL INFORMATION	
Function / Title:	<b>FARMER FACILITATOR LEAD</b>
Main duties:	Liaise with local farmers and their broader communities and mobilize farmers to participate in planned grazing and combined herding activities as designed by the project and as facilitated by the Ecorangers. Provide technical assistance in the rangeland and livestock management, supervising Ecorangers within assigned grazing areas, and ensure timeous reporting of all relevant project information to the Area Manager.
Qualifications / Experience:	<p>Must have appropriate qualifications and proven experience in managing community relationships, rangeland restoration/management and livestock husbandry, data collection and management, and people supervision.</p> <p>Must have knowledge and experience in pasture and livestock management, with experience of pasture and fodder management, animal supplementation and animal health an advantage.</p> <p>Must be dynamic, with strong inspiration and motivation to live and work within communities, able to communicate well with communal farmers so as to ensure project understanding, buy-in and compliance</p> <p>Must have good writing and speaking skills in SeTswana and English.</p> <p>Must have adequate working experience in multi-disciplinary teams</p> <p>Experience working with international development partners or agencies will also be a</p>

	<p>significant advantage.</p> <p>Carrying a license for motorcycles and/or a vehicle is required.</p>
Contract terms:	A monthly salary is payable by the Project over the 3-year project period. A vehicle (motorcycle or pick-up 4x4) and handheld device (mobile phone) will be issued by the project for which the incumbent will take responsibility. The incumbent must be prepared to perform work in a remote area under communal land tenure, generally near or adjacent to project areas with free-roaming wildlife.
Subordination and work position:	The incumbent will report directly to the Area Manager, being responsible for coordinating internally with the H4H Director: Implementation and all district stakeholders, and externally with all entities and institutions involved;

#### **(B) SPECIFIC WORK PERFORMANCE AREAS**

<b>TASKS</b>	<b>ACTIVITIES</b>
	<p>The FFL is responsible for ensuring that farmer and community liaison and mobilization for project participation is done in accordance to Project guidelines and supervision. The FFL will supervise Ecoranger teams within grazing areas in a specified region or cluster, and that all associated duties in terms of pasture management, livestock management, monitoring and evaluation, reporting is conducted as per project guidelines. The FFA must ensure that all project equipment operational in the area of responsibility is managed and maintained in a good working order. The FFL must assist the Area Manager in the coordination of all site visits by project staff and associated stakeholders and must ensure a good working relationship with all participating communities as far as possible.</p>
Articulation within the project	<p>Serve as a liaison (change agent) between project managers and localities and actively engage in ensuring that Ecorangers fulfill their duties in rangeland restoration and livestock management</p> <p>Ensure that all actors (infrastructure and agriculture) are fully informed of their roles and responsibilities in the H4H teams and associated work plans</p> <p>Assist in the negotiation and delineation of grazing areas and conservation agreements.</p> <p>Ensure regular liaison with all local stakeholders, especially farmer and community leadership as well as local government extension staff to ensure project progress</p> <p>Work with all local actors to identify and resolve any conflict that may arise from project activities in a specific location, in a constructive and respectful manner.</p> <p>Schedule regular meetings with all stakeholders and ensure minutes are taken and circulated for project records, including attendance registers.</p> <p>Initiate all necessary engagements to ensure project insight, buy-in and ownership by all local beneficiaries,</p> <p>Participate in area or national meetings / training events as directed by the AM.</p>

Reports and Information	<p>Submission of weekly, monthly and quarterly progress reports, the latter including the updating of plans and calendars</p> <p>Produce timely information to decision makers to enable the mobilization and availability of the necessary funds for each entity involved in the project as planned.</p>
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### **(C) GENERAL PERFORMANCE REQUIREMENTS AND STANDARDS**

<b>REQUIREMENTS</b>	<b>PERFORMANCE STANDARDS</b>
Ownership & Accountability	<p>Proven ability to work with a variety of local government and community stakeholders especially traditional leadership and farmers.</p> <p>Good computer skills, especially Microsoft Word and Excel</p> <p>Very good verbal and written communication skills in seTswana and English</p> <p>Ability to collect and manage data</p> <p>Self-directed with the ability to function independently but also manage and work within a team.</p> <p>Confidence in following instructions and completing tasks on time and with the right results, with deep attention to detail</p> <p>Ability to work under pressure and meet deadlines</p> <p>Willingness to travel on a daily basis.</p>
Training, Education and Development	<p>Understanding job requirements, and mastering the skills and techniques needed to meet them</p> <p>Demonstration of willingness to learn new skills / processes and initiatives to make personal progress.</p>
Justice and Respect	<p>Know how to maintain dignified, honest and harmonious relations with all colleagues, managers and counterparts – of all gender and race</p> <p>Always collaborate and act in the best interest of the project despite possible disagreements with other individuals or sectors.</p> <p>Actively promote gender equality within communities</p>
Communication	<p>Ability to communicate information simply and effectively to traditional leaders, ecorangers and farmers of variable skills levels</p> <p>Ability to maintain confidentiality whenever necessary</p> <p>Ability to prepare own correspondence and reporting frameworks.</p>
Dedication	Demonstrate high levels of motivation and integrity.

	<p>Be able to work independently and without supervision</p> <p>Be willing to collaborate and work constructively in a team</p> <p>Know how to maintain an acceptable attitude in terms of punctuality and attendance.</p>
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## JOB DESCRIPTION

### HERDING FOR HEALTH: ECORANGERS

**POSITION TITLE** Ecoranger

**LOCATION:** To Be Confirmed

**LINE MANAGEMENT:** Farmer Facilitator Lead

#### THE ORGANIZATION:

The Herding for Health (H4H) Project is funded by the Green Climate Fund and is implemented by the Government of Botswana, specifically the Ministry of Agriculture. The Project aims to facilitate landscape level rangeland restoration, carbon sequestration and the mitigation of GHGs through innovative, community-driven rangeland and livestock management based on the H4H Model. The Project enables job creation, skills development, planned grazing, improved livestock management, enterprise development and market access to beef producers in the Bobirwa, Ngamiland, and Kgalagadi regions of Botswana.

### REFERENCE TERMS - ECO-RANGERS

(A) INFORMAÇÃO GERAL	
Function / Title:	<b>Ecoranger</b>
Main objective of the work:	Perform all duties associated with the implementation of a grazing plan, rangeland restoration, and the herding and management of cattle part of the project within a specific Grazing Area or Village
Contract conditions:	The position is a full-time contract and remuneration will be in the form of a monthly training allowance paid through the Ipelegeng Program of the Government of Botswana. The incumbent will receive theoretical, practical and on-the job training and mentorship over the contract period so as to graduate as an Ecoranger at the conclusion of the three-year contract period.
Subordination and job position:	The contractor will report directly to Farmer Facilitator Lead of the specific grazing area / village, who will be responsible for reporting and coordinating internally with the Area Manager, and externally with all entities and institutions involved in the Area.

(B) WORK-SPECIFIC PERFORMANCE AREAS	
TASKS	ACTIVITIES
The Ecoranger is responsible for ensuring the implementation and supervision of livestock herding within a specified grazing area, rangeland restoration activities, and for implementing all other activities related to direct livestock care, including herd health, wildlife conflict, and trade support within acceptable standards.	
1. Specific Tasks	1) Serve as a basic facilitator of rangeland management actions through planned grazing and

	<p>combined herding of livestock under a low-stress animal handling regime</p> <p>2) Record and report on farmer compliance with conservation agreements, such as presence in the combined herd and participation in the grazing plan.</p> <p>3) Ensure implementation and compliance with activities related to primary animal health care, including reporting and treatment of sick animals, vaccination and dip register.</p> <p>4) Ensure that all field activities scheduled are conducted as per the project schedule or as per instruction by the Supervisor;</p> <p>5) Ensure project equipment, such as mobile bomas and water infrastructure is functional and maintained in a good working condition, and that malfunctioning parts are reported.</p> <p>6) Support community engagement as per guidance by the Farmer Facilitator Lead</p> <p>7) Attend all compulsory training and mentorship events organized by the Project</p> <p>8) Collect and report all data relevant to the project in a grazing area and in the combined livestock herd, or support those collecting the information as per project schedule.</p>
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#### (C) GENERAL PERFORMANCE REQUIREMENTS AND STANDARDS

REQUIREMENTS	PERFORMANCE STANDARDS
1. Ownership & Responsibility	<p>Take ownership in the implementation of the project, the combined herd in your care, and the restoration of the rangeland in your specific grazing area</p> <p>Willingness and proven ability to work with livestock, especially herding.</p>
2. Training, Education and Development	<p>Have a sound understanding of the job requirements, and mastering the skills and techniques needed to meet task associated with the job description;</p> <p>Demonstration of willingness to learn new skills and work hard under field conditions that will sometime be uncomfortable</p>
3. Justice and Respect	<p>Know how to maintain worthy, honest and harmonious relationships with farmers, project partners, and the wider community.</p> <p>Always collaborate and act in the best interest of the institution despite possible disagreements with other individuals or sectors</p> <p>Respect people of any gender and races and work toward gender equality in the work place</p>
4. Communication	<p>Ability to communicate information simply and effectively;</p> <p>Ability to prepare own correspondence especially in explaining project activities to farmers</p> <p>Ability to follow orders diligently</p>
5. Dedication	<p>Demonstrate high levels of motivation and integrity;</p> <p>Be able to work independently and without supervision;</p> <p>Be willing to collaborate and work constructively in a team;</p>

	<p>Know how to maintain an acceptable attitude in terms of punctuality and attendance, with the recommended attire,</p> <p>Good repute, responsibility, humility and respect towards farmers, community leaders, and all other players in the landscape.</p> <p>Willing to work long hours when on duty, under field conditions that will require herding by foot in the rangelands</p> <p>It may be required to be on night duty stationed at a predator proof mobile boma in the rangelands</p>
6.Minimum requirements	<p>Being a Botswana citizen,</p> <p>Be a permanent resident within the village / grazing area indicated;</p> <p>Have a birth certificate or ID card;</p> <p>Have completed at least grade 7.</p> <p>Be between 25 and 45 years old;</p> <p>Good mental health and physical ability to perform duties</p>

**Note: Highlighted requirements will be determined based on the details of the Ipelegeng Programme.**

## **JOB DESCRIPTION**

### **GCF AREA MANAGER**

#### **1. JOB SUMMARY**

**POSITION TITLE:** H4H Area Manager

**LOCATION:** To be confirmed

**ACCOUNTABLE TO:**

**DURATION:** Contractual (8 Years); 1 Jan 2021 to 30 May 2029, (3-month probation..?)

**RECRUITMENT TYPE:** National Public Advertising

#### **THE ORGANISATION**

The Herding for Health (H4H) Project is funded by the Green Climate Fund and is implemented by the Government of Botswana, specifically the Ministry of Agriculture. The Project aims to facilitate landscape level rangeland restoration, carbon sequestration and the mitigation of GHGs through innovative, community-driven rangeland and livestock management based on the H4H Model. The Project enables job creation, skills development, planned grazing, improved livestock management, enterprise development and market access to beef producers in the Bobirwa, Ngamiland, and Kgalagadi regions of Botswana.

#### **THE POSITION**

The H4H Area Manager (AM) will be responsible to implement all components of the project, including financial management, staff management, stakeholder engagement and support, planned grazing, livestock management support, monitoring and evaluation, and reporting against project deliverables. in the specified area and all the communities within such an area. This position will be a full-time position for the duration of the contract.

The Position will report to the H4H Director: Implementation.

#### **KEY PERFORMANCE AREAS**

The AM will be responsible for staff recruitment and management, budget oversight, community mobilization, stakeholder engagement, and overall project management and protocol compliance. The AM must ensure conservation agreements with participating communities are developed and implemented, project deliverables are met within project time frames, progress reports are submitted as scheduled, and the project budget is managed according to the grant agreement. The AM has to ensure the monitoring and evaluation of identified indicators of project goals is taking place and properly recorded and reported. Should a change in project scheduling be apparent, the AM must suggest, motivate and implement associated amendment or corrective action as approved by the H4H Director: Implementation. The AM will work closely with national Project Finance, Procurement, HR and Contract Managers, as well as the Enterprise Development Manager who will provide area-specific support to the AM.

#### **SPECIFIC TASKS**

##### **1. Staff recruitment, contracting, and management**



- a. Support the recruitment, management, and coordination of support staff for the Project, mainly Ecorangers Ecoranger Team Leaders, and researchers
- b. Support the contracting of staff supported by the Project as provided for by the relevant labor laws of Botswana
- c. Provide line management to contracted staff within the Area,
- d. Manage employment budgets with Field Finance Coordinator as provided for in the Area budget
- e. Coordinate staff training and skills development
- f. Take responsibility for staff health and safety as and where needed
- g. Support external consultants or professionals on the project with information, logistics, and stakeholder liaison

## **2. Project Management**

- a. Ensure project deliverables as set out in the Grant Agreement are met within the specified Area
- b. Ensure project Monitoring and Evaluation is implemented as per indicators identified
- c. Ensure project reporting as specified by M&E Manager is met
- d. Ensure project budget is spend and managed responsibly and that all reporting and procurement requirements as specified by the Grant Agreement and the Finances Managers are met
- e. Ensure that appropriate communication and decision-making protocols are followed should there be a deviation from the project timelines.
- f. Manage and maintain project assets, such as vehicles and equipment, responsibly and professionally
- g. Take responsibility for the management of the project office in the Area
- h. Present project progress and planning to local stakeholders as and when needed
- i. Willingness to travel to participate in national meetings, events, or training

## **3. Stakeholder engagement**

- a. Take responsibility for stakeholder relationships by means of regular and professional communication with relevant farmers, community leaders, government departments and employees, protected area staff and management, as well as other relevant stakeholders
- b. Initiate and facilitate community meetings and workshops as and when required
- c. Initiate and facilitate stakeholder meetings and workshops
- d. Ensure feedback and reporting to meeting stakeholders are done timeously and professionally
- e. Represent the H4H Project at relevant meetings and workshops at national, and local level as requested by the H4H Director: Implementation.
- f. Implement a communication protocol for Project staff to facilitate appropriate and professional communication to all relevant stakeholders
- g. Coordinate site visits by donors or Project leadership as and when required.
- h. Contribute to the development and implementation of all project SOPs as and where relevant.
- i. Ensure Conservation Agreement implementation, progress and compliance monitoring

## **REQUIRED COMPETENCIES**

### **1) Professionalism**

- a) Uphold the highest ethical standards in work conduct and ensure all project deliverables are met according to scheduled time.
- b) Maintain decent and professional relationships with staff, communities and other stakeholders despite challenges or conflict that may occur

c) Ensure gender equality is actively pursued and promoted in all aspects of project implementation and communication within the Area, and that gender-based reporting is conducted diligently.

**2) Planning and Organizing**

- a) Good project management skills
- b) Good financial, staff, and reporting skills
- c) Ability to adapt project implementation in the event of delays or interruptions in a way that will still reach project deliverables, subject to consultation with supervisors and relevant colleagues
- d) Organize and plan staff to ensure project impact is reached

**3) Communication**

- a) Excellent communication skills to a wide range of audiences, including farmers, community leaders, government staff and leaders, and Project colleagues and leaders.
- b) The ability to communicate fluently in seTswana and English for the purpose of Project oversight and reporting,
- c) Ability to communicate technical as well as project management aspects
- d) Be a team player willing and able to work within a diverse team but still able to maintain focus and deliver on Key Performance Areas
- e) Communicate Project Progress diligently and effectively as prescribed by the H4H Director: Implementation.

**4) Leadership**

- a) Demonstrated managerial and supervisory capability with an ability to provide clear and compelling direction and ability to empower others to translate vision into results
- b) Ability to manage and resolve conflict with a range of stakeholders and staff, professionally
- c) Ability to implement adaptive management through clear and decisive decision making that will lead staff to meet Project objectives and deliverables despite challenges that may occur
- d) Take ownership of the project in an Area and work as a team player within the broader Project Team.
- e) Willingness and ability to learn and apply new skills
- f) Ability to work independently, with a high work ethic, honesty, and reliability

**MAIN QUALIFICATIONS/EXPERIENCE**

- Minimum five years' experience in a project management role in agricultural value chain development, rangeland or livestock management.
- Bachelors of Science degree in rangeland, animal, or conservation science, or similar.
- Very good knowledge of MS Office, especially MS Word, MS Excel, and MS Powerpoint.
- Drivers licence
- Botswana citizenship / work permit
- Self-driven with strong leadership and team management experience, including ability to motivate, reach consensus, set objectives and manage performance.

**Experience in:**

- (1) The implementation and management of agricultural value chain interventions;

- (2) Staff recruitment and management, as well as project reporting
- (3) Project Management, including the management of funds, deliverables, and stakeholders