



## Job description

# Coordinator of “small projects” of the RAMP AO

- Title:** Coordinator of RAMP AO “small projects”
- Localisation:** Based in Dakar at the headquarters of the RAMP AO Secretariat, Senegal
- Type of Contract:** 1 year fixed-term contract (renewable depending on availability of funds)
- Entry into position:** January 2024
- Direct hierarchy:** Executive Secretary of RAMP AO

The Regional Network of Marine Protected Areas in West Africa (RAMP AO) is an organization that works for the governance and effective management of Marine Protected Areas (MPAs). The network includes nearly fifty MPAs, spread across the coastal countries of West Africa. The governance of RAMP AO is organized around 3 bodies: the General Assembly, the Board of Directors and the Executive Secretariat which ensures the operation and coordination of the network with technical support and thematic *task forces* of the network.

RAMP AO's mission is to ensure:

- maintaining a coherent set of critical habitats necessary for the dynamic functioning of environmental processes essential to the regeneration of marine natural resources,
- the conservation of biodiversity for the well-being of local communities, through a functional regional network of MPAs.

To carry out this mission, RAMP AO implements regional integration programs in collaboration with members of the network. These members are composed of, on the one hand, full members, made up of: the college of States, the college of MPA Managers and the college of local communities and on the other hand, associate members.

The “Small Initiatives and Financial Mechanisms for the conservation of marine and coastal biodiversity in West Africa” (PIMFAO) project is part of the RAMP AO integration programs. The purpose of PIMFAO is the protection of marine biodiversity

and coastal areas of West Africa and strengthening the coherence and effectiveness of the management of RAMP AO MPAs through, among other things, small projects. These small RAMP AO projects should contribute to relaunching the dynamics of animation of the RAMP AO secretariat around the selected projects, strengthening the cohesion of the MPA network through exchanges of experiences between the small projects; and to strengthen the capacity of Grassroots Community Originations (OCB) in the implementation of conservation projects in the MPAs of the network. Around twenty small projects should be deployed by 2025, according to eligibility criteria defined in advance. The results will be shared and capitalized for the benefit of all RAMP AO MPAs, OCB networks and beyond, regional MPA networks. The PIMFAO project benefits from a grant from the French Fund for the Global Environment (FFEM), in particular to support the “small projects” component which is the subject of this position.

**Under the direct supervision of the Executive Secretary, the RAMP AO small projects coordinator will have the main function of ensuring the implementation of the “small projects” component of PIMFAO.**

Its main tasks are as follows:

- support the selection and contracting of projects supported by the program;
- support the monitoring, analysis and capitalization of the results obtained by each project in terms of impact on the conservation of biodiversity and on the management effectiveness of the network's MPAs for the benefit of local communities;
- support technical reporting to various donors, mainly the FFEM;
- support the carrying out of evaluation missions for small projects in the field;
- support the implementation of RAMP AO's communication strategy through the development of communication materials and the animation of the network's digital platforms;
- develop and regularly update a monitoring-evaluation system for small RAMP AO projects and define the corresponding targets and indicators and ensure their monitoring and periodic updating;
- coordinate periodically, on a quarterly basis and in collaboration with the programming and beneficiaries, the monitoring of the implementation of the activities of each small project;
- prepare half-yearly and annual activity reports for RAMP AO's small projects;
- establish regular dialogue with network members and partners, with a view to identifying needs, opportunities for collaboration and encouraging the mobilization of joint solutions as well as exchanges of experience;
- seek to provide responses to requests for support and advice made by member MPAs and direct the mobilization of flexible funds from the RAMP AO Executive Secretariat towards the implementation of individualized solutions when relevant;
- establish regular dialogue with experts from the RAMP AO thematic *task forces* and take into consideration their recommendations with a view to nourishing and strengthening the program of the RAMP AO Executive Secretariat;

- carry out any other tasks that may be entrusted to him by the executive secretary;  
cutive you RAMP AO.

### **Profile required**

- minimum academic training Bac+5 in the fields of project management, monitoring and evaluation, environmental sciences, applied to nature conservation and/or sustainable development;
- at least 7 years of professional experience through a variety of positions as protected area manager and/or program manager and/or marine and coastal conservation projects, if possible in West Africa;
- fluent French and English, with knowledge of Portuguese being a strong point;
- good knowledge of biodiversity monitoring methods and the main tools for evaluating the management effectiveness of MPAs;
- good command of office tools and project management and monitoring software - assessment and desired knowledge of donor procedures and project cycles;
  
- proven skills in running platforms or networks of stakeholders;
- proven skills in the areas of project identification and management and in the area of program monitoring and evaluation;
- excellent interpersonal skills and adaptation to multicultural contexts and multireligieux ;
- excellent synthesis, writing and oral expression skills, in French and in English ;
- excellent organizational skills, spirit of initiative and strong capacity for autonomy;
- availability to travel regularly within the region and internationally;

### **Method of submitting the application**

The application file must be sent **before December 15, 2023** and must include a cover letter and a detailed curriculum vitae, showing the motivations, skills and experience of the candidate and their date of availability. .

Applications should only be sent by email to:

[secretariat@rampao.org](mailto:secretariat@rampao.org) specifying "RAMP AO Small Projects Application" in the subject line.