



JABATAN PERHUTANAN SEMENANJUNG MALAYSIA  
KEMENTERIAN TENAGA DAN SUMBER ASLI

## IKLAN JAWATAN KOSONG

1. Warganegara Malaysia yang berumur 25 tahun ke atas, berkelayakan dan memenuhi kriteria yang ditetapkan adalah dipelawa untuk mengisi kekosongan jawatan di bawah projek UNDP/GEF/GOM: *Improving Connectivity In The Central Forest Spine Landscape (IC-CFS)* seperti senarai di bawah;

BIL	JAWATAN	PENEMPATAN	GAJI DAN ELAUN
1	PROJECT MANAGER	Ibu Pejabat Jabatan Perhutanan Semenanjung Malaysia, Kuala Lumpur	Berdasarkan pengalaman
2	MONITORING AND EVALUATION OFFICER	Ibu Pejabat Jabatan Perhutanan Semenanjung Malaysia, Kuala Lumpur	RM4,000 – RM8,000
3	COMMUNICATION OFFICER	Ibu Pejabat Jabatan Perhutanan Semenanjung Malaysia, Kuala Lumpur	RM4,000 – RM8,000
4	STATE PROJECT COORDINATOR (JOHOR)	Jabatan Perhutanan Negeri Johor Kota Iskandar, Johor.	RM4,000 – RM8,000
5	STATE PROJECT COORDINATOR (PAHANG)	Jabatan Perhutanan Negeri Pahang Bandar Indera Mahkota, Pahang	RM4,000 – RM8,000
6	STATE PROJECT COORDINATOR (PERAK)	Jabatan Perhutanan Negeri Perak Bandar Meru Raya, Perak	RM4,000 – RM8,000

2. Permohonan boleh dibuat terlebih dahulu mendaftar secara manual dengan memuat turun borang di portal rasmi <https://www.forestry.gov.my/my/>;
3. Tarikh tutup permohonan ialah pada **11 September 2020 (Isnin)**;
4. Taraf jawatan : Kontrak
5. Jadual gaji (JGMM) :  
6. Syarat lantikan : Sila rujuk portal rasmi JPSM di alamat berikut :  
7. Deskripsi tugas : <https://www.forestry.gov.my/my/>
8. Cara memohon :  
a) Semua permohonan hendaklah dibuat dengan mengisi borang secara manual dengan melayari portal rasmi seperti yang dinyatakan di atas;  
b) Semua permohonan hendaklah disertakan sekeping gambar permohonan berukuran passport, salinan kad pengenalan pemohon, sijil-sijil akademik, curriculum vitae (CV) dan lain-lain dokumen yang berkaitan;  
c) Borang boleh dihantar melalui email atau pos kepada urus setia; dan  
d) Permohonan yang tidak diisi dengan lengkap akan DITOLAK.
9. Panggilan temuduga :  
a) Hanya calon yang berkelayakan dan melepasi saringan yang dijalankan sahaja akan dipanggil temuduga; dan  
b) Permohonan adalah dianggap tidak TIDAK BERJAYA sekiranya tidak dihubungi dalam tempoh dua minggu selepas tarikh iklan tamat.
10. Pertanyaan : Sebarang pertanyaan boleh diajukan kepada pihak urus setia melalui telefon atau melalui emel berikut kepada Encik Rusli bin Tahir [rusli@forestry.gov.my](mailto:rusli@forestry.gov.my) dan Encik Mohd Shafie bin Muhamud @ Bahari [shafie@forestry.gov.my](mailto:shafie@forestry.gov.my) ;  
No. Tel. :032616 4488 ext 521.



JABATAN PERHUTANAN SEMENANJUNG MALAYSIA  
KEMENTERIAN TENAGA DAN SUMBER ASLI

(Borang Permohonan)

JAWATAN YANG DIMOHON: \_\_\_\_\_

Sila kemukakan  
gambar berukuran  
passport  
(1 keping)

**A. MAKLUMAT PERIBADI**

1. Nama :

\_\_\_\_\_

(HURUF BESAR)

2. Gelaran : Dato / Datin / Prof. / Prof.Madya / Encik / Puan / Cik / Lain – lain : \_\_\_\_\_

3. Jantina : ( ) Lelaki ( ) Perempuan

4. No. K/P Lama: \_\_\_\_\_ No. K/P Baru : \_\_\_\_\_

5. Tarikh Lahir : \_\_\_\_\_

6. Negeri Lahir : \_\_\_\_\_

7. Negara Lahir : \_\_\_\_\_

8. No. Sijil Kelahiran : \_\_\_\_\_

9. No. SOCSO / PERKESO : \_\_\_\_\_

10.No. KWSP : \_\_\_\_\_

11.No. Cukai Pendapatan : \_\_\_\_\_

12.No. Pencen : \_\_\_\_\_

13.Status Warganegara : ( ) Warganegara ( ) Bukan Warganegara ( ) Penduduk Tetap

14.Bangsa : \_\_\_\_\_

15.Agama : \_\_\_\_\_

16.Status Perkahwinan : ( ) Bujang ( ) Berkahwin ( ) Duda/Balu

17.Kumpulan Darah : \_\_\_\_\_

18.No.Telefon Bimbit : \_\_\_\_\_

19.No. Telefon Rumah : \_\_\_\_\_

20.Emel : \_\_\_\_\_

**B. MAKLUMAT PASANGAN**

1. Hubungan : ( ) Suami ( ) Isteri ( ) Lain – lain
2. Nama : \_\_\_\_\_
- (HURUF BESAR)
3. Gelaran : Dato / Datin / Prof. / Prof.Madya / Encik / Puan / Cik / Lain – lain : \_\_\_\_\_
4. No. K/P Lama: \_\_\_\_\_ No. K/P Baru : \_\_\_\_\_
5. Tarikh Lahir : \_\_\_\_\_
6. Negeri Lahir : \_\_\_\_\_
7. Negara Lahir : \_\_\_\_\_
8. No. Sijil Kelahiran : \_\_\_\_\_
9. Status Warganegara : ( ) Warganegara ( ) Bukan Warganegara ( ) Penduduk Tetap
10. Bangsa : \_\_\_\_\_
11. Agama : \_\_\_\_\_
12. Status Pekerjaan : ( ) Bekerja ( ) Tidak Bekerja
13. Pekerjaan (JIKA BEKERJA) : \_\_\_\_\_
14. Nama Majikan : \_\_\_\_\_
15. No. Telefon Bimbit : \_\_\_\_\_
16. Jenis Badan Korporat : ( ) Awam ( ) Korporat ( ) Swasta ( ) Badan Berkanun  
( ) Koperasi ( ) Lain – lain

**C. MAKLUMAT ALAMAT**

**ALAMAT TETAP**

1. Alamat : \_\_\_\_\_  
\_\_\_\_\_
2. Bandar : \_\_\_\_\_
3. Poskod : \_\_\_\_\_
4. Negeri : \_\_\_\_\_

Alamat surat menyurat : ( ) sama seperti di atas

**Sila isikan ruangan di bawah sekiranya berlainan dengan alamat tetap :**

1. Alamat : \_\_\_\_\_  
\_\_\_\_\_
2. Bandar : \_\_\_\_\_
3. Poskod : \_\_\_\_\_
4. Negeri : \_\_\_\_\_

**D. MAKLUMAT PENGALAMAN KERJA**

<b>NAMA JAWATAN</b>	<b>NAMA &amp; ALAMAT MAJIKAN</b>	<b>TARIKH</b>

**E. MAKLUMAT PENDIDIKAN DAN LATIHAN**

<b>Nama (Sijil/Diploma/Ijazah)</b>	<b>Tahap Pendidikan (Sijil/Diploma/Ijazah)</b>	<b>Nama Institusi</b>	<b>Tarikh Tamat Belajar &amp; Gred Keseluruhan</b>	<b>Pengiktirafan (Ya/Tidak)</b>	<b>Penaja (Jika Ada)</b>

**F. PERAKUAN PEMOHON**

Saya mengaku bahawa keterangan yang diberikan di atas adalah benar dan betul.

Tarikh : .....

Tandatangan : \_\_\_\_\_

## TERMS OF REFERENCE

### PROJECT MANAGER

<b>Title:</b>	Project Manager
<b>Project:</b>	Improving Connectivity in the Central Forest Spine Landscapes (IC-CFS)
<b>Location:</b>	Forestry Department Peninsular Malaysia, Kuala Lumpur, Malaysia
<b>Type of Contract:</b>	Individual Contractor
<b>Languages Required:</b>	English & Bahasa Melayu
<b>Starting Date:</b>	Will be informed
<b>Expected Duration of Assignment:</b>	12 months renewable until 31 Dec 2021 subject to project extension and performance for 2022 and 2023

### A. PROJECT DESCRIPTION

The Central Forest Spine (CFS) of Peninsular Malaysia is recognised for its population of the endangered Malayan tiger as well as being extraordinarily rich in biodiversity in general; it also provides the country with considerable ecosystem goods and services and encompasses the origins of the headwaters that supply water for most of the population in Peninsular Malaysia.

Forestry Department of Peninsular Malaysia with the support of UNDP and GEF grant financing is implementing a project titled “Improving Connectivity in the Central Forest Spine Landscape in Malaysia” (IC-CFS), which started in May 2014. The project will conserve biodiversity and ecosystem services in three critical landscapes of the Central Forest Spine, by supporting the country’s CFS Master Plan to restore connectivity between forest complexes. It will strengthen the national and local institutional frameworks for CFS management and law-enforcement and support sustainable forest landscape management. It will achieve sustainability of funding for conservation through the diversification of funding sources and the mainstreaming of ecosystem service values into land-use planning.

The project objective is to increase federal and state level capacity to execute the CFS Master Plan through the implementation of sustainable forest landscape management plans in three pilot sites, financed sustainably through the diversification and increased allocation of funds for conservation. It is designed to remove the barriers to the establishment of a landscape approach to biodiversity management. The project comprises of three components:

**Component 1.** Planning, compliance monitoring and enforcement framework for integrated forest landscape management;

**Component 2.** Sustainable forest landscape management of three priority forest landscapes within the CFS; and

**Component 3.** Diversification of financing sources for conservation.

The IC-CFS project outputs also feed directly into the implementation of 11<sup>th</sup> Malaysia Plan Strategic Thrust 4 Pursuing Green Growth for Sustainability and Resilience, National Policy on Biological Diversity 2016 – 2025, National Physical Plan 2005, Central Forest Spine Master Plan 2008 and National Tiger Action Plan 2008.

More information about IC-CFS project can be found at [http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment\\_and\\_energy/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html](http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment_and_energy/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html). In this regard, Forestry Department Peninsular Malaysia is looking for a Project Manager, Biodiversity and Ecosystems who is responsible for the overall implementation of IC-CFS and/or relevant biodiversity and ecosystems projects by providing strong leadership on project management and implementation, operational and technical matters.

## B. SCOPE OF WORK

### Role

The Project Manager will lead the IC-CFS project team. He/She works primarily with Forestry Department Peninsular Malaysia (JPSM) as the main implementing partner, UNDP Malaysia Country Office, government partners and agencies, relevant stakeholders and experts/contractors. The Project Manager reports directly to National Project Director (NPD), Forestry Department Peninsular Malaysia with matrix supervision by Project Management Unit (PMU).

### Responsibilities and Key Results Expected:

Summary of key functions:

- 1. Project Management (40%):** Day-to-day management and implementation to ensure achievement of project results and delivery of outputs & activities;
- 2. Technical Support (25%):** Provision of technical support services in the development of outputs/knowledge products and design of project activities including monitoring and evaluation;
- 3. Partnership and Stakeholder Management (25%):** Management of stakeholders and partners, and development of new partnerships.
- 4. Knowledge Management (10%):** Supervision and guidance to knowledge building, sharing and documentation of project results, best practices, case studies, lessons learned, etc.

Details of Key Functions:

#### **Project Management (40%): Day-to-day management and implementation to ensure achievement of project objectives and outputs & activities.**

- Supervision of the overall day-to-day management and implementation of project outputs and activities as outlined in the project document, inception report, revised and approved Strategic Result Framework (SRF), Project Management Unit (PMU) decisions and National/Project Steering Committee decisions where applicable;
- Strategic guidance and management supervision to ensure project implementation is accelerated and on track as per project conditional extension approval;
- Conduct of monitoring visits to project sites and preparation of monitoring reports at least twice a year with JPSM and/or PMU members for submission to NPD, PMU, UNDP and Economic Planning Unit;
- Effective management of project finances including achievement of annual delivery target (at least 95% and above) as per Government of Malaysia and UNDP financial rules and regulations, with accountability to National/Project Steering Committee/Project Board, UNDP and Implementing Partners;
- For services which falls under UNDP's transaction, he/she is to ensure that UNDP-specific policies, rules and processes (annual work plan, budgeting, finance, procurement, audit, monitoring and evaluation, reporting etc.) are fully complied according to deadlines. These include:

- Preparation, finalization and submission of annual work plan to UNDP and Economic Planning Unit (EPU) with annual outputs and activities, result-based indicators and targets with budget breakdown in consultation with NPD and PMU;
- Preparation, finalization and submission of overall and annual project procurement plan to PMU;
- Development of terms of reference for technical services, consultants/experts and specification of equipment/materials as required by the project, in consultation with NPD and PMU.
- Preparation and submission of Quarterly Progress Report, Mid-year Progress Report, Annual Project Report, Project Implementation Review and Final Project Report to UNDP and EPU in consultation with NPD and PMU and support from project team.
- Supervision to all project documentation and records keeping for procurement, Midterm Review, Terminal Evaluation, audit, project assurance activities and knowledge management.
- Assist project in ensuring project is in line with SDG goals and reporting;
- Ensure management and administrative requirements (technical, financial, communications, audits, evaluations, etc.) of the different partners/donors (notably Global Environment Facility) are met;
- Management and updates of risks and issues, and execution of adaptive management in consultation with NPD, UNDP Programme Manager and PMU if required;
- Management of project team to ensure the team operates in a productive manner, through a clear division of labour, setting of specific annual goals and targets for all team members including annual performance planning at the start of each year and performance evaluation at mid-year and at the end of each calendar year;
- Identification and sourcing of necessary technical expertise and support from UNDP Country Office, local and international, and oversee the recruitment of experts and service providers;
- Management of experts and service providers through planning, implementing, managing and monitoring the delivery of outputs, reports and knowledge products;
- Supervision of the planning and organisation of events and capacity building activities such as conference, workshop, training, consultations, meetings of the National/Project Steering Committee, Technical Working Committee and Core Groups, and technical missions;
- Ensure that the project draw from other UNDP-supported projects, avoiding duplication and maximizing synergy; and
- Completion of other relevant duties and tasks assigned by National Project Director and PMU, where applicable.

**Technical Support (25%): Provision of technical support services in the development of outputs/knowledge products, design of project activities including monitoring and evaluation.**

- Review and contribute to all outputs and deliverables produced under the project;
- Analysis and aggregation of project results/outputs, and reporting of project progress at the objective and outcome level;
- Review and ensure technical soundness and cost effectiveness of project activities;
- Development and implementation of capacity building activities aimed at government counterparts, civil society groups, media and relevant stakeholders to implement CFS Master Plan, CFS landscape management plans, CFS sustainable finance strategy and other relevant government policies/strategies/action plans;
- Provide technical inputs to the implementation of IC-CFS landscape management plan and sustainable finance strategy;

- Contribution of written inputs to UNDP flagship products/newsletter/policy brief (e.g. Human Development Report)/photo essays, knowledge networks and communities of thematic practice based on project results, data and information, lessons learned and best practices; and
- Formulation of a framework for data sharing among stakeholders.

**Partnership and Stakeholder Management (25%):** Management of stakeholders and partners, development of new partnerships.

- Identification of stakeholders and implementation partners for the undertaking of various outputs and activities;
- Preparation and implementation of a stakeholder mapping and stakeholder engagement/partnership strategy including civil society/non-government organisations and indigenous & local communities with activities, targets and expected results;
- Liaison with other relevant government and relevant government and non-government partners/stakeholders, UNDP Country Office, UNDP-supported project colleagues, regarding the project, including to share information about trends, issues and results in the thematic area, to coordinate and utilize resources effectively and efficiently; and
- Development of new partnership with civil society and/or non-governmental based organizations; local communities and private sector to deliver the project outputs and activities.

**Knowledge Management (10%): Supervision and guidance to knowledge building, sharing and documentation of project results, best practices, case studies, lessons learned, etc.**

- Preparation and update of project information page, project stories for government and UNDP official websites, relevant websites, media, etc. on a quarterly basis;
- Development of knowledge products with JPSM, UNDP, project partners and consultants/experts;
- Supervision and contribution to the design and publication of communication materials and knowledge products and knowledge-sharing platforms; tools and mechanisms;
- Supervision to the synthesis and documentation of project results, lessons learned, best practices and case studies draw from the project;
- Sharing of knowledge and information between JPSM, PMU and federal and state government counterparts and UNDP in the process of project implementation;
- Represent the project with no official affiliation to the Government of Malaysia, UNDP and GEF, and participate in relevant internal and/or external (coordination) meetings; and
- Ensure that no statements are made or announced, and no data or information released regarding the project without prior consent from JPSM, PMU and UNDP.

## IMPACT OF RESULTS

The key results are aimed at achieving the project development objective, which is to increase federal and state level capacity to execute the CFS Master Plan through the implementation of sustainable forest landscape management plans in three pilot sites, financed sustainably through the diversification and increased allocation of funds for conservation at the end of the project.

The key results also contribute to the outcome achievement of the UNDP Country Programme Action Plan 2016 – 2020, in particular the Outcome 2 of Sustainable and Resilient Development.



## **Handling of Data, Information and Documents**

All data, information and documents obtained under this assignment is the property of the United Nations Development Programme and Government of Malaysia and be treated as strictly confidential. No such information shall be used by the expert for any other purpose other than the preparation of deliverables.

All soft and hard copies of the data, information and documents must be returned to UNDP and Government of Malaysia upon completion of this assignment.

## **C. INSTITUTIONAL ARRANGEMENT**

The National Consultant will report to and seek approval and/or acceptance of deliverables from the National Project Director and Head of Sustainable and Resilient Development of UNDP Country Office in Malaysia or from his/her representative as reflected in figure below.

The National Consultant is expected to liaise/interact/collaborate/meet with the Ministry of Energy and Natural Resources as the lead implementing government agency and other agencies including Department of Wildlife and National Parks (DWNP), Forest Research Institute Malaysia (FRIM), Forestry Department Peninsular Malaysia (FDPM) and state implementing agencies etc.

## **D. DURATION OF THE WORK**

The duration of service required is 12-months renewable until 2021 subject to performance and budget availability.

### **DUTY STATION**

- Based in implementing agency with occasional trips to Putrajaya and/or project sites
- Consultants will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

## **E. REQUIREMENT**

### **Core Competencies**

- Promoting ethics and integrity
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning

### **Functional Competencies**

Project Management

Level 4: Results-based project management

- Effectively manage and implement project outputs and activities to achieve outcomes
- Implement UNDP monitoring and evaluation requirements by ensuring 100% compliance
- Perform adaptive management to address project implementation issues

**Advocacy/Advancing A Policy-Oriented Agenda**

Level 4: Analysis and creation of messages and strategies

- Creates effective advocacy strategies
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses

**Innovation and Marketing New Approaches**

Level 4: Developing new approaches

- Seeks a broad range of perspectives in developing project proposals
- Identifies new approaches and promotes their use in other situations
- Creates an environment that fosters innovation and innovative thinking
- Makes the case for innovative ideas from the team with own supervisor

**Promoting Organizational Learning and Knowledge Sharing**

Level 4: Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches
- Identifies new approaches and strategies that promote the use of tools and mechanisms

**Job Knowledge/Technical Expertise**

Level 4: In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

**Client Orientation**

Level 4: Contributing to positive outcomes for the client

- Anticipates client needs
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider
- Demonstrates understanding of client’s perspective
- Solicits feedback on service provision and quality

<b>VI. Recruitment Qualifications</b>	
Education:	Bachelor’s degree or higher in Conservation Biology, Ecology, Environmental/Natural Resource Economics, Environmental Studies, Forestry, Natural Resource Management, or other closely related discipline.

Experience:	<p>For Masters' degree and above, minimum 7 years of professional experience in biodiversity conservation, ecosystem and landscape management, of which at least 3 years working in biodiversity or forest landscape policy and planning.</p> <p>Bachelor's degree with minimum of 12 years of professional experience in biodiversity conservation, ecosystem and landscape management, of which at least 5 years working in biodiversity or forest landscape policy and planning will be considered.</p>
Language:	English and Bahasa Melayu
Other Requirements:	<ul style="list-style-type: none"> <li>• Experience in results-based project implementation and management;</li> <li>• Experience in managing teams and promoting their capacity development;</li> <li>• Experience in overseeing and guiding the development of communications and knowledge management strategies and products</li> <li>• Strong knowledge of biodiversity &amp; ecosystem and sustainable landscape management in Malaysia;</li> <li>• Proven track record of drafting relevant materials (publications, reports and related documentation) in the field of biodiversity &amp; ecosystem and sustainable landscape management;</li> <li>• Excellent communication (written and oral) skills;</li> <li>• Working experience with private sector or international organization would be an advantage.</li> </ul>

## TERMS OF REFERENCE

### MONITORING AND EVALUATION OFFICER

<b>Title:</b>	Monitoring and Evaluation Officer
<b>Project:</b>	Improving Connectivity in the Central Forest Spine Landscapes (IC-CFS)
<b>Location:</b>	Forestry Department Peninsular Malaysia (JPSM HQ) in Kuala Lumpur
<b>Type of Contract:</b>	Individual Contractor
<b>Languages Required:</b>	English & Bahasa Melayu
<b>Starting Date:</b>	Will be informed
<b>Expected Duration of Assignment:</b>	12 months renewable until 31 Dec 2021 subject to project extension and performance for 2022 and 2023

#### A. PROJECT DESCRIPTION

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**Component 3.** Diversification of financing sources for conservation.

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More information about IC-CFS project can be found at [http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment\\_and\\_ener](http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment_and_ener)

[gy/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html](https://www.forestry.gov.my/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html). In this regard, Forestry Department Peninsular Malaysia is looking for a Monitoring and Evaluation Officer who is responsible for the overall monitoring and evaluation and reporting activities of IC-CFS project.

## **B. SCOPE OF WORK**

### **Role:**

The Monitoring and Evaluation (M&E) Officer will report to the Project Manager (PM) and indirect supervision of National Project Director (NPD), Forestry Department Peninsular Malaysia (JPSM). He/she is responsible for the planning and timely implementation of project monitoring, evaluation and reporting activities in close collaboration with the project team, JPSM and project partners, UNDP Malaysia, government officials (both federal and states), private sector, non-government and civil society organizations.

### **Duties and Responsibilities**

The M&E Officer will have the following duties and responsibilities:

- Develop and execute monitoring, evaluation and reporting plan and relevant procedures (SOP) for IC-CFS project;
- Coordinate monitoring, evaluation and reporting activities including midterm review, terminal evaluation and audit across project components to ensure effective implementation of M&E;
- Recommend further improvement of the revised Strategic Results Framework (SRF) at the indicator level;
- Monitor and report progress of all project outputs and associated activities, deliverables and progress towards achieving the project outcomes using innovative monitoring & tracking methods and/or tools;
- Participate in annual project reviews and planning workshops and assist PM in preparing relevant reports;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the NPD/NPM;
- Provide feedback and written inputs to the National Project Director, Project Manager and Project Management Unit (PMU) on the implementation status of the project annual work plans;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing corrective and/or adaptive management plans to minimize or eliminate such bottlenecks;
- Provide inputs, information and statistics to Project Manager, PMU and UNDP for project progress reports and development of knowledge products;
- Monitor and assess the sustainability of the project's results in an independent and impartial capacity;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Organize and maintain project M&E documentation and records in a systematic manner; and
- Perform other duties as required by Project Manager.

## **IV. Measurable Outputs and Performance Indicators**

- Support and provide written inputs to PM in the preparation of the Annual Project Review (APR), Project Implementation Review (PIR) and other relevant reports;
- Organize and conduct training on M&E for project and government staff;

- Provide input and update information related to project outcome in UNDP reporting system;
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on major deliverables on project activities; and
- Prepare and maintain data base of M&E reports.

## **Competencies**

### Corporate Competencies:

- Promotes the vision, mission, and strategic goals of the IC-CFS Project
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies:

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff and stakeholders to facilitate the provision of support

### Knowledge Management and Learning:

- In-depth knowledge on M&E and development issues
- Excellent knowledge of monitoring and the application of methodology
- Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities
- Excellent communication skills (written and oral)
- Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

### Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

## **Required Skills and Experience**

### Education:

University Degree preferably in Project Management, Business Administration, Environmental Studies or related field.

Experience:

- At least 5 years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/ Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the use of Microsoft Office software;
- Expertise in analyzing data using statistical software; and
- Strong training & facilitation skills.

Language Requirements:

Fluency in written and spoken Bahasa Melayu and English.

## TERMS OF REFERENCE

### COMMUNICATIONS OFFICER

<b>Title:</b>	Communications Officer
<b>Project:</b>	Improving Connectivity in the Central Forest Spine Landscapes (IC-CFS)
<b>Location:</b>	Forestry Department Peninsular Malaysia (JPSM HQ) in Kuala Lumpur
<b>Type of Contract:</b>	Individual Contractor
<b>Languages Required:</b>	English & Bahasa Melayu
<b>Starting Date:</b>	Will be informed
<b>Expected Duration of Assignment:</b>	12 months renewable until 31 Dec 2021 subject to project extension and performance for 2022 and 2023

#### A. PROJECT DESCRIPTION

The Central Forest Spine (CFS) of Peninsular Malaysia is recognised for its population of the endangered Malayan tiger as well as being extraordinarily rich in biodiversity in general; it also provides the country with considerable ecosystem goods and services and encompasses the origins of the headwaters that supply water for most of the population in Peninsular Malaysia.

Forestry Department Peninsular Malaysia with the support of UNDP and GEF grant financing is implementing a project titled "Improving Connectivity in the Central Forest Spine Landscape in Malaysia" (IC-CFS), which started in May 2014. The project will conserve biodiversity and ecosystem services in three critical landscapes of the Central Forest Spine, by supporting the country's CFS Master Plan to restore connectivity between forest complexes. It will strengthen the national and local institutional frameworks for CFS management and law-enforcement and support sustainable forest landscape management. It will achieve sustainability of funding for conservation through the diversification of funding sources and the mainstreaming of ecosystem service values into land-use planning.

The project objective is to increase federal and state level capacity to execute the CFS Master Plan through the implementation of sustainable forest landscape management plans in three pilot sites, financed sustainably through the diversification and increased allocation of funds for conservation. It is designed to remove the barriers to the establishment of a landscape approach to biodiversity management. The project comprises of three components:

**Component 1.** Planning, compliance monitoring and enforcement framework for integrated forest landscape management;

**Component 2.** Sustainable forest landscape management of three priority forest landscapes within the CFS; and

**Component 3.** Diversification of financing sources for conservation.

The IC-CFS project outputs also feed directly into the implementation of 11<sup>th</sup> Malaysia Plan Strategic Thrust 4 Pursuing Green Growth for Sustainability and Resilience, National Policy on Biological Diversity 2016 – 2025, National Physical Plan 2005, Central Forest Spine Master Plan 2008 and National Tiger Action Plan 2008.

More information about IC-CFS project can be found at

[http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment\\_and\\_energy/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html](http://www.my.undp.org/content/malaysia/en/home/operations/projects/environment_and_energy/improving-connectivity-in-the-central-forest-spine--cfs--landsca.html). In this regard, Forestry



Department Peninsular Malaysia is looking for a Communications Officer who is responsible for the planning and timely implementation of project communications, event execution and advocacy activities of IC-CFS project.

## **B. SCOPE OF WORK**

### **Role:**

The Communications Officer will report to the Project Manager (PM) and under indirect supervision of National Project Director (NPD), Forestry Department Peninsular Malaysia (JPSM). He/she is responsible for the planning and timely implementation of project communications, event execution and advocacy activities in close collaboration with the project team, JPSM, Project Management Unit (PMU), UNDP Malaysia, government officials (both federal and states), private sector, non-government and civil society organizations.

### **Duties and Responsibilities**

The Communications Officer works in close collaboration with Project Manager and project team, JPSM and PMU, UNDP Malaysia and operations clusters at the State of Perak, Pahang and Johor, Government officials (both federal and states), private sector, non-government and civil society organizations.

### **Summary of Key Functions:**

- Planning and implementation of the Communication, Advocacy and Partnership Strategy
- Organization, coordination and execution of media outreach and events
- Development of Partnerships and Networks
- Planning and Implementation of the Communication, Advocacy and Partnership Strategy
- Develop and lead in the implementation of the Project's Communication, Advocacy and Partnership Strategy, with its associated work plans, and in line with the planned budget for communications, advocacy and partnership;
- Lead the development, packaging and dissemination of key messages, communication and knowledge products for internal and external audiences, including press-releases, talking points, videos, virtual and face-to-face events, and social media;
- Use emerging stories from country, state and local level activities across the project to develop, draft, and disseminate exposure stories on behalf of the project;
- Advise and guide the project staff in developing and designing thematic content and public messaging and ensure its good quality, acceptance and understanding by the target audiences;
- Coordinate the development and launch of a project specific web-page, including through the development of relevant content, blogs, photos, videos and other resources produced through the project;
- Lead in the preparation of materials for printing in line with Government of Malaysia, UNDP and GEF editorial guidelines, advising on and ensuring delivery of final, error-free agreed materials;
- Maintain close collaboration with all the project partner institutions, and their communication focal points (if available) to ensure consistency in messaging, and for overall effective coordination and cooperation;
- Maintain a close collaboration with the Communications Officers (or equivalent) of all partner agencies effective overall coordination; and

- Design and lead the publication/printing of reports, posters, infographics, images, high-quality presentations, including through the use of a variety of software.

## **2. Organization, coordination and execution of media outreach and events**

- Lead the identification and maintenance of a contact list and partnership with media outlets, journalists, and influential public figures in the region who can support the dissemination of project results and advocacy for the project objectives;
- Identify key global events such as Conference of Parties of UN conventions; High Level Political Forum, Sustainable Development Forum and other related events and develop a proposal for communication and outreach opportunities at such events;
- Design a process to work with media outlets, journalists, and other influential public figures to ensure high-quality coverage of project results and highlights in the region
- Identify and engage with relevant stakeholders to increase the visibility of the project
- Lead the preparation of informative materials such as fact sheets, information brochures, media kits, press releases, social media content
- Coordinate the overall logistical arrangements required for successful outreach and advocacy events that highlight the results and achievement of the project
- Align project communication objectives with global priorities and campaigns as relevant with the development of project specific materials;
- Lead and oversee the development of related public relations and advocacy campaigns at national and regional levels; and
- Coordinate capacity building of stakeholders such as CSOs, media, federal and state government agencies.

## **3. Development of Partnerships and Networks**

- Support NPD and PM in resource mobilization initiatives by producing high-quality content on the project's activities and results;
- Develop partnerships with various individuals, groups and organizations, whose support is essential to the achievement of communication objectives;
- Support the NPD/NPM to establish partnerships with regional and global academic institutions for joint development and publication of knowledge products, and communication materials, with clear branding and visibility of the Project, and its partners;
- Develop and maintain a current list of potential partners from both the public and private sector whose support can benefit the project, in terms of public visibility and exposure, through organization of roundtable discussions, press conferences, project visits, briefing sessions, interviews, launches and others; and
- Brief the NPD/NPM and Project Implementing Partners regularly on ongoing communications, and coordinate efforts to follow up on identified communications needs, and potential opportunities for improving visibility.

## **Competencies**

### **Core**

#### **Innovation**

Ability to make new and useful ideas work. Creates new and relevant ideas and leads others to implement them

#### **Leadership**

Ability to persuade others to follow. Plans and acts transparently, actively works to remove barriers

#### **People Management**

Ability to improve performance and satisfaction. Models high professional standards and motivates excellence in others

## Communication

Ability to listen, adapt, persuade and transform. Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others

## Delivery

Ability to get things done while exercising good judgement. Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions

## Technical/Functional

Ability to capture, develop, share and effectively use information and knowledge. Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise

## Building Strategic Partnerships

Ability to engage with other diverse set of stakeholders and maintain excellent working partnerships

## Advocacy

Ability to design and implement strategic short/long term campaigns and carry out customized activations to highlight IC-CFS Project's position.

## Multimedia writing/editing

Originating and/or editing written content for media and the general public to be disseminated through press or other online outlets.

## Brand/PR/Media

Ability to strengthen the Project's identity and distinction through its brand and uphold it to a high level of quality.

## Required Skills and Experience

**Education:** Degree in Communication, Journalism, Media Relations, External Relations, Public Affairs, or other relevant field.

**Experience:** At least 5 years of relevant experience at national or international levels, including in developing countries;

- Demonstrated experience and successful management and knowledge of communication, branding, social media, PR and advocacy in various country contexts, at project and policy level;
- Previous experience of applying communication and outreach approaches in the context of bio-diversity conservation, environmental management or sustainable development is an advantage;
- Proven experience of working on large multi-partner projects;
- Ability to work with, and coordinate effectively with multiple partners;
- Previous experience with Government and/or UNDP projects is an advantage;
- Proven network with media and other journalists in Malaysia and or other countries;
- Ability to produce content under tight deadlines;
- Excellent technical knowledge in using computers and office software packages such as InDesign, Photoshop, Illustrator, Word, Power Point, web design software and others for print and online use;
- Good knowledge and experience in handling of web-based management systems;

**Language Requirements:** Fluency in written and spoken Bahasa Melayu and English.

## TERMS OF REFERENCE

### STATE PROJECT COORDINATOR

<b>Title:</b>	State Project Coordinator
<b>Project:</b>	Improving Connectivity in the Central Forest Spine Landscapes (IC-CFS)
<b>Location:</b>	State of Perak, Pahang and Johor State Forestry Department
<b>Type of Contract:</b>	Individual Contractor
<b>Languages Required:</b>	English & Bahasa Melayu
<b>Starting Date:</b>	Will be informed
<b>Expected Duration of Assignment:</b>	12 months renewable until 31 Dec 2021 subject to project extension and performance for 2022 and 2023

#### A. Project Description

The Central Forest Spine (CFS) of Peninsular Malaysia is recognized for its population of the endangered Malayan tiger as well as being extraordinarily rich in biodiversity in general; it also provides the country with considerable ecosystem goods and services and encompasses the origins of the headwaters that supply water for most of the population in Peninsular Malaysia.

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## **B. SCOPE OF WORK**

### **Role:**

The State Project Coordinators will report to the National Project Manager (NPM) and indirect supervision of National Project Director (NPD), Forestry Department Peninsular Malaysia (JPSM). He/she is responsible for the planning and implementation of project outputs and activities at each of the three respective State.

The duty stations will be:

- a) Perak State Forestry Department (Jabatan Perhutanan Negeri Perak);
- b) Pahang State Forestry Department (Jabatan Perhutanan Negeri Pahang);  
and
- c) Johor State Forestry Department (Jabatan Perhutanan Negeri Johor)

### **Responsibilities and Key Results Expected:**

Summary of key functions:

- **Project Management (50%):** Manage the day to day implementation of project outputs and activities at the State level, and administrative and financial requirements;
- **Technical Support (20%):** Provide technical support in the planning and design of activities and to ensure efficient delivery of results and services;
- **Coordination and Networking (20%):** Lead and networking at the state level and form partnerships with relevant stakeholders to advance the project objective.
- Other Duties (10%)

#### **1. Project Management (50%): Manage the day to day implementation of project outputs and activities at the State level, and administrative and financial requirements;**

- Planning of project outputs and activities as outlined in the Revised Strategic Results Framework (SRF) Document and Adaptive Management Action Plan;
- Management and administration of day-by-day operations to ensure effective implementation of project activities and delivery of project outputs;
- Preparation and implementation of sub-national/state work plan and budget, and procurement plan;
- Monitoring, evaluation and reporting of progress towards project outputs and activities;
- Preparation and timely submission of quarterly, mid-year and annual reports, and final report to Project Manager and NPD;
- Organization and maintenance of project documentation related to project outputs and activities at the sub-national level, including administrative and financial records;

- Liaison with Project Manager on the conduct of project audit/evaluation and ensure access by auditors to all project documentation, personnel and institutions involved in the project;
- Provision of project management guidance to state government officials where applicable; and
- Supervision of consultants' work as per contractual agreement where applicable.
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**2. Technical Support (20%): Provide technical support in the planning and design of activities, and to ensure efficient delivery of results and services;**

- Assistance to the Project Management Unit (PMU) and state government agencies including State Economic Planning Unit in the implementation of annual work plan;
- Provision of technical expertise and leadership to the implementation of sub-national / state level activities, trainings and workshops as required;
- Support and inform data collection initiatives as required;
- Support to state government agencies in the design and implementation of project activities;
- Planning and organization of workshops, trainings, stakeholder consultations and relevant missions;
- Regularly update the NPD and Project Management Unit through substantive progress reports of the implementation of sub-national/state level activities;
- Provide talking points, briefing and background papers to NPD, Project Manager, PMU and state government counterparts; and
- Maintain documentation on events and knowledge development.

**3. Coordination and Networking (20%): Lead and networking at the sub-national and form partnerships with relevant stakeholders to advance the project objective.**

- Organization and facilitation of state-level stakeholder meetings on a half yearly basis;
- Identification and reach out to stakeholders and implementation partners for the undertaking of various outputs and activities;
- Partnerships with state government agencies, private sector, and civil society organizations; and
- Represent the project with no official affiliation to the Government of Malaysia, UNDP and GEF, and participate in relevant internal and/or external (coordination) meetings.

**4. Other Duties (10%)**

- Perform other related duties as requested by the National Project Manager.

**C. COMPETENCIES**

**Corporate Competencies:**

- Demonstrates integrity by modelling the Government of Malaysia and UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritisms.

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### **Functional Competencies:**

#### Knowledge Management and Learning:

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent ability to demonstrate national capacities building (mastery of the tools and their application);
- Excellent communication skills in English and Bahasa Malaysia (written and oral);
- Displays understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building.

#### Development and Operational Effectiveness:

- Ability to engage with high ranking officials and provide advisory support services;
- Ability to formulate and manage budgets, manage contributions, manage transactions, conduct financial reporting; excellent project management functions, including audit, accurate and thorough risk assessment;
- Ability to undertake result based management and reporting; and
- Ability to oversee timely project implementation and to provide the necessary troubleshooting to keep project implementation on schedule.

#### Management and Leadership:

- Consistently approaches work with energy and a positive, constructive attitude;
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates strong administrative skills and result oriented approach to work;
- Sensitivity to and responsiveness to project team members as well as all the partners.

### **Required Skills and Experience**

#### Education:

- Post-graduate degree or equivalent in Biology, Ecology, Economics, Environment, Natural Resources, Public Finance or related discipline.
- A first-level university degree in Biology, Ecology, Economics, Environment, Natural Resources, Public Finance or related discipline with minimum 7 years of experience is accepted in lieu of the advanced university degree.

#### Experience:

- Minimum of 5 years of project management and administrative experience in environment or public finance field;
- Demonstrated experience in providing management advisory services, including hands-on experience in design, monitoring and evaluation of project activities;
- Knowledge and understanding of protected area management and/or public finance in Malaysia is essential;
- Demonstrated ability to engage with government officials, NGOs, private sector and UN agencies;
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills are required;
- Computer skills is mandatory;
- Working experience in the government or UNDP or UN agencies would be an advantage.

### **Language Requirements:**

Proficiency in written and oral English and Bahasa Melayu