

O IEB (Instituto Internacional de Educação do Brasil) é uma associação civil brasileira sem fins econômicos criada em 1998, cuja missão é “fortalecer os atores sociais e o seu protagonismo na construção de uma sociedade justa e sustentável”. Os objetivos institucionais do IEB são: promover a efetividade dos direitos socioambientais de povos e comunidades no campo e nas cidades; apoiar ações visando o ordenamento territorial; ampliar a incidência das políticas públicas nos territórios em que atuamos; e apoiar e implementar ações voltadas para a melhoria da gestão territorial e ambiental.

**Ref.: Hiring of a skilled multilingual professional for the position of Assistant of the Regional Implementation Team of the Critical Ecosystem Partnership Fund Cerrado Biodiversity Hotspot, for immediate start.**

Brasília, DF; 6<sup>th</sup> of March, 2017

Opening Date: 10<sup>th</sup> of March 2016

Closing Date: 10<sup>th</sup> April 2016

## BACKGROUND

The CEPF ([www.cepf.net](http://www.cepf.net)) is a special fund designed to help safeguard the most diverse and threatened biodiversity areas in the world, also known as *Biodiversity Hotspots*. CEPF is a joint initiative of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan, the John D. and Catherine T. MacArthur Foundation and the World Bank. Conservation International administers the global program on behalf of the partners. A council of high-level representatives from each donor partner governs the Fund.

CEPF provides grants to nongovernmental organizations, community groups, and other civil society partners to undertake strategic conservation projects in the biodiversity hotspots. CEPF focuses on providing opportunities for its grantees to preserve the rich natural resources of the hotspots that are vital to the well-being of people and the health of the wider economy. Within hotspots, CEPF funding is available to support biodiversity conservation within World Bank Borrowing Member Countries that have ratified the Convention on Biological Diversity (CBD). Brazil became a World Bank member in 1946 and ratified the CBD in 1994.

Biodiversity hotspots are defined as regions that have at least 1,500 endemic plant species and have lost at least 70 percent of their original natural habitat. Since its creation in 2000, CEPF has invested in 23 biodiversity hotspots, awarding more than \$191 million in grants to more than 2,000 nongovernmental organizations, academic institutions, community groups, and private sector organizations.

The Cerrado was identified as a biodiversity hotspot in 2000, as part of a global analysis involving Dr. Gustavo Fonseca, Dr. Roberto Cavalcanti and other leading Brazilian scientists and conservationists. The Cerrado Biodiversity Hotspot extends marginally into Bolivia and Paraguay but the vast majority (99%) is located within Brazil. The Cerrado is one of two biodiversity hotspots in Brazil. The other is the Atlantic Forests, where CEPF invested \$10.4 million between 2002 and 2011. The decision to invest in the Cerrado Biodiversity Hotspot was made by the CEPF Donor Council at its 23<sup>rd</sup> meeting on 25 June 2013. This decision

authorized the use of funds for an extensive process of stakeholder consultation, leading to the development of an ecosystem profile: a five-year investment strategy for the hotspot, supported by a detailed situational analysis.

The ecosystem profile for the Cerrado Biodiversity Hotspot was developed between October 2014 and October 2015, through a process that involved the participation of more than 170 people representing 130 public and private bodies. It also involved extensive literature review, and analysis of various kinds of data. An Advisory Group, comprising senior experts from government agencies, universities, civil society organizations, multilateral institutions and private sector, provided strategic guidance to the ecosystem profiling process, which was coordinated by Conservation International Brazil and the Instituto Sociedade, População e Natureza (ISPN). The ecosystem profile for the Cerrado Biodiversity Hotspot was approved by CEPF Donor Council on 20 January 2016 CEPF together with a spending authority of \$8 million, to support grant-making in line with the investment priorities set out in it. The complete ecosystem profile can be found at:

- <http://www.cepf.net/SiteCollectionDocuments/cerrado/CerradoEcosystemProfile-PR.pdf> (in Portuguese)
- <http://www.cepf.net/SiteCollectionDocuments/cerrado/CerradoEcosystemProfile-EN.pdf> (in English)

Following a competitive selection process, the Instituto Internacional de Educação do Brasil (IEB) was selected by the CEPF Donor Council on April 2016 to serve as the Regional Implementation Team (RIT) for the Cerrado Biodiversity Hotspot. The RIT provides strategic leadership for the program in the hotspot, by converting the investment strategy in the ecosystem profile into a cohesive portfolio of grants. IEB was selected as the RIT because it demonstrated a strong track record of experience working in Brazil, managing programs of similar size, scale, and complexity to the RIT, and experience in directly managing small grants programs. IEB also has robust administrative, financial, and monitoring systems aligned with the RIT scope of work and is a Brazilian organization with roots in the Cerrado. The RIT will serve as the interface between the CEPF Secretariat, the potential beneficiaries and other relevant stakeholders, and its roles, functions and responsibilities are set out in the attached Terms of Reference (Attachment 1 - ToR).

## THE POSITION

IEB's staffing plan for the RIT includes relevant individual and combined skills, providing both full-time RIT staff and involving part-time a team of specialists in the various technical areas needed for the RIT, besides various associates and collaborators within IEB and at other organizations. Notwithstanding, a need arose to hire a ***skilled multilingual professional for the position of Assistant of the Regional Implementation Team of the Critical Ecosystem Partnership Fund Cerrado Biodiversity Hotspot for immediate start.***

The Assistant is a Brasília-based full-time RIT position for 3 years to be occupied by a professional fluent in Portuguese and proficiency in English desired with the appropriate administrative and technical skills/experience and a strong record assisting similar programs.

***Job qualifications***

The potential candidate shall have:

- A graduate degree in disciplines relevant to biodiversity conservation, ecosystem services, and development trends in the Cerrado Biodiversity Hotspot, and demonstrated knowledge of all these issues.
- A track record of at least five years in assisting complex and long-term environmental and social programs in either civil society organizations and/or government institutions, preferably in the Cerrado Biodiversity Hotspot and with knowledge of monitoring and evaluation tools.
- Demonstrated ability to perform office job and field activities collectively, and participate in group-work with culturally diverse staff and beneficiaries (with various schooling, backgrounds, ages, genders, classes, races, religions, disabilities).
- Proven interest and experience in teaching, advising, training and/or building capacities of individuals and/or civil society organizations.
- Connection to existing networks of local stakeholders, including at different governmental levels.
- Total availability to live and work in Brasília, and to travel frequently throughout the Cerrado Biodiversity Hotspot to assist networking and project supervision.
- Full proficiency in Portuguese and proficiency in English desired.
- Readiness to start work immediately.

***Job description (main duties)***

The Assistant is a key personnel full-time three-year position within Brasília IEB headquarters that will have the following responsibilities:

- Know and commit to follow both the Ecosystem Profile strategic directions, investment priorities and logical framework targets, and the procedures required in the CEPF Operational Manual.
- Work in close collaboration and direct interaction with the Team Leader of the RIT and Grants Manager in steering, supporting and coordinating the work of the advisory, steering, and technical committees.
- Support the Team Leader of the RIT in the implementation of the monitoring and evaluation strategy and the reporting of program progress, thus teaming with the Grants Manager for on-site supervision visits.
- Perform routine administrative and financial activities supporting the publication of calls for proposals and its recruiting and selection processes, as well as small and large grants contracting, communication, monitoring and evaluation processes.

***To apply for the position***

Candidates shall previously study the CEPF Cerrado Biodiversity Hotspot Ecosystem Profile (see links above) and send the following documentation to Michael Becker , Team Leader of the RIT ([michael.becker@iieb.org.br](mailto:michael.becker@iieb.org.br)) with copy to Camila de Castro, Grants Manager ([camila@iieb.org.br](mailto:camila@iieb.org.br)) :

- i. A full and evidenced CV with personal and professional references; and
- ii. An application letter describing motivations, availability, why one feels suited for the job and other relevant information.
- iii. Email subject: Assistant – RIT

At some point of the review process, short listed candidates will be interviewed – directly or remotely - for further evaluation of qualifications, skills and abilities for the job, and understanding of the CEPF Cerrado Biodiversity Hotspot Ecosystem Profile.

The expected salary is around R\$ 4.500,00 with benefits according to the National Labor Law.