



seed **madagascar**

sustainable environment, education & development

## **Project Development Intern/Officer (Sustainable Livelihoods)**

### **Madagascar**

#### **About the organisation:**

SEED Madagascar is a British Charity working in partnership with communities in the south east of Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas. We are now looking for entry level officers and managers to work alongside national staff and expand our team.

#### **Position Overview:**

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this post will provide support to the Sustainable Livelihoods Projects running through the NGO. SEED Madagascar's approach is particularly focused on supporting impoverished rural communities to diversify their livelihoods and develop alternative livelihood practices to increase income and reduce pressure on dwindling natural resources. The successful candidate will work within a combined Malagasy and International team to assist in developing projects, writing proposals to secure funding, supporting with the implementation of projects and evaluating their success. The role is predominantly office-based, and the diversity of activities undertaken will provide a wide-ranging experience for a development professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development.

Initially an internship for the first three months before taking on the full responsibility for the co-ordination of the projects, this exciting post would suit someone with some experience or a passion to learn, and would be essential in-country experience for anyone wishing to begin a career in international development.

<b>Title:</b>	Project Development Intern for initial 3 months, change of title and responsibilities to Project Development Officer subject to passing probationary review.
<b>Location:</b>	Fort Dauphin, Anosy Region, Madagascar
<b>Timeframe:</b>	12 months extendable
<b>Probationary period:</b>	3 months
<b>Contract:</b>	Voluntary, unsalaried
<b>Reporting to:</b>	Head of Project Development (Environment, Conservation and Sustainable Livelihoods)

**Primary Responsibilities:**

Development of new projects (including funding searches); preparation and editing of proposals and reports; information formatting; monitoring and evaluation of current projects; researching International best practice; liaison with the London project development team and local staff.

**Duties and Responsibilities:**

1. Compile funding proposals based on past evaluation, team discussion and International best practice in an engaging and professional manner
2. Support development of projects that fulfil local need and sit within the aims of SEED for poverty reduction and environmental conservation in the aforementioned sectors, taking into account research findings, local needs and constraints, government objectives and SEED's previous experience
3. Write project reports to a high standard of English that clearly demonstrate the successes and challenges of the Conservation Projects, learning from the project and give clear budgetary information
4. Conduct internet searches for potential donors to fund the programme and relating projects
5. Conduct research into International best practice with regard to Environment, Conservation and Sustainable Livelihoods programmes and take the lead in discussing these with the team.
6. Take a leading role in ensuring that all of the statistics relating to the projects are accurate
7. Take an active role in project management meetings, leading these where appropriate
8. Work with the Malagasy team in increasing their skills and capacity, providing mentoring or training where appropriate
9. Assist in developing monitoring and evaluation tools for projects and to work with the team in the field on implementing these
10. Analyse data and be able to clearly and concisely present to the team, with demonstrable ability in gathering and assimilating information from various sources, compiling documents (reports and proposals), and identifying lessons learnt and best practice
11. Work alongside the Head of Project Development and Head of Finance in developing and managing the budgets relating to projects
12. Work alongside the Communications and Media Officer to build a communications plan for the Environment, Conservation and Sustainable Livelihoods Projects.

13. Form part of the team representing projects or SEED when required.
14. Liaise with the UK team in London ensuring clear communication at all times.
15. Maintain a database of projects and funders alongside the UK team in London and maintain the database of photographs for projects.
16. Take an active part in international team meetings and the support to other members of the team.
17. Complete other ad-hoc tasks as required by the Conservation Programme Co-ordinator, Head of Project Development or Director of Operations and Heads of Departments to further the aims and work of the organisation.

**Person Specification:**

- Hold an undergraduate/ Masters degree in or relating to environment, conservation, sustainable livelihoods or international development, or have equivalent experience.
- Demonstrate sound knowledge and keen interest in Conservation and its interface with international development; previous experience of conservation or community-based work would be an asset.
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for SEED at all times.
- Have passion, curiosity and motivation for the job and the ability to enthuse others.
- Have the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers.
- Have the ability and desire to build capacity and share skills across cultures and work with teams from different economic and cultural backgrounds and across multiple language barriers.
- Demonstrate proven ability to recognise and appropriately deal with challenging situations.
- Demonstrate an awareness of and comfort with increased social and professional responsibility, working at all times with cultural sensitivity and respect.
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO.
- Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately.

- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- Have a flexible and patient attitude.
- Have excellent problem-solving skills.
- Be able to work both independently and as part of a team.

#### **Practicalities:**

The successful candidate will be able to financially support themselves for the full duration of this post and will have their own laptop computer (non-tablet).

#### **Application procedure:**

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org)

Applications will be reviewed on an ongoing basis until the position is filled. Long-listed applicants will have an initial informal skype chat with Madagascar-based staff. Short-listed applicants will then be offered a face-to-face interview with the London team, including the Managing Director, Mark Jacobs, in person.

#### **Country and Organisation Background:**

Madagascar is one of the most impoverished and least developed countries in the world, ranking 151/187 on the UNDP 2013 Human Development Index. Compounded by inadequate government investment in the health sector, numbers only serve to highlight the devastating health outcomes caused by inadequate service provision. For example, in the remote southeast Anosy Region, less than 35% of people have access to clean water, (WHO/UNICEF, 2015), causing diarrhoea and perpetuating other significant health issues. Approximately 50% of pregnant women with untreated syphilis will transmit the infection to their unborn child, resulting in profound adverse outcomes.

SEED Madagascar is a British registered charity partnered with a Malagasy NGO which has been operating in the impoverished Anosy region of south east Madagascar for over 15 years. SEED works with and in support of urban and rural communities in southeast Madagascar, aiming to tackle the immediate effects of extreme poverty, support long-term development and protect the environment. Its central mission is to build the capacity of individuals and organisations to lead and support sustainable conservation and development initiatives in south east Madagascar, with the objective of securing local community access to quality health, education

and livelihoods assets, and increasing local capacity to conserve and manage natural resources including unique but greatly endangered forest environments.

More information on the work of SEED Madagascar can be found at [www.madagascar.co.uk](http://www.madagascar.co.uk).