



ด่วนที่สุด บันทึกข้อความ

สำนักจัดการทรัพยากรป่าไม้ที่ ๔ (ตาก)
 รับเลขที่..... ๖๕๐๐๐
 วันที่..... ๑๘ ส.ค. ๒๕๖๖
 เวลา.....

ส่วนราชการ สำนักการป่าไม้ต่างประเทศ ส่วนองค์กรและความร่วมมือระหว่างประเทศ โทร. ๕๒๔๗
 ที่ ทส.๑๖๑๑.๔/ ๗๒๗ วันที่ ๑๗ สิงหาคม ๒๕๖๖

เรื่อง Invitation to Nominate Candidates for ๒๐๒๔ AFoCO Fellowship Program

- เรียน ผู้ตรวจราชการกรมป่าไม้ทุกท่าน
 ผู้อำนวยการสำนักการสำนักทุกสำนัก
 ผู้อำนวยการกองการอนุญาต
 ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้ ที่ ๑ - ๑๓
 ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้สาขาทุกสาขา
 ผู้อำนวยการศูนย์เทคโนโลยีสารสนเทศและการสื่อสาร
 ผู้อำนวยการกลุ่มนิติการ
 ผู้อำนวยการกลุ่มพัฒนาระบบบริหาร
 ผู้อำนวยการกลุ่มตรวจสอบภายใน
 ผู้อำนวยการกลุ่มงานจริยธรรม

ส่วนอำนวยการ
 รับเลขที่..... ๙๕๕๐
 วันที่..... ๑๘ ส.ค. ๒๕๖๖

เรื่องเดิม

สำนักเลขาธิการ AFoCO ได้มีหนังสือ ที่ REF.NO: AF - ๔๘๒ ลงวันที่ ๑๑ สิงหาคม ๒๕๖๖ แจ้งเรื่องการเปิดการรับสมัคร Fellowship Program ประจำปี ๒๕๖๗ เพื่อไปปฏิบัติงาน ณ สำนักงานเลขาธิการ AFoCO สาธารณรัฐเกาหลี ทั้งนี้ขอให้ประเทศสมาชิก AFoCO เสนอชื่อผู้สมัคร ภายในวัน ๑๒ กันยายน ๒๕๖๖ เพื่อดำเนินการในส่วนที่เกี่ยวข้องกับการคัดเลือกต่อไป (เอกสารแนบ ๑)

ข้อเท็จจริง

สำนักการป่าไม้ต่างประเทศ ขอเรียนว่า

๑. ตามหนังสือเรื่องเดิมข้างต้น สำนักงานเลขาธิการ AFoCO ได้เปิดรับสมัคร Fellowship Program จำนวน ๒ กลุ่ม (Category) โดยกลุ่ม ๑ (Category 1) จะมีผู้ผ่านการคัดเลือกขั้นสุดท้ายไม่เกิน ๔ ราย และปฏิบัติงาน ณ สำนักงานเลขาธิการ AFoCO ระยะเวลา ๑ ปี และกลุ่ม ๒ (Category 2) จะมีผู้ผ่านการคัดเลือกขั้นสุดท้ายไม่เกิน ๑ ราย และปฏิบัติงาน ณ สำนักงานเลขาธิการ AFoCO ระยะเวลา ๒ ปี โดยเริ่มปฏิบัติงานตั้งแต่เดือน มกราคม ๒๕๖๔ ทั้งนี้ ผู้สนใจสามารถศึกษารายละเอียดเพิ่มเติม และตรวจสอบคุณสมบัติตนเองในเบื้องต้น ได้ตามเอกสารที่แนบมาพร้อมนี้ ประกอบด้วยคู่มือ Guidelines on Expanded Fellowship Program of the Asian Forest Cooperation Organization (เอกสารแนบ ๒) ขอบเขตการปฏิบัติงาน (TOR) ของกลุ่มที่ ๑ (เอกสารแนบ ๓) ขอบเขตการปฏิบัติงาน (TOR) ของกลุ่มที่ ๒ (เอกสารแนบ ๔) แบบฟอร์มการกรอกประวัติของผู้สมัคร (Curriculum Vitae) (เอกสารแนบ ๕) และถ้อยแถลงเฉพาะบุคคล (Personal Statement) (เอกสารแนบ ๖)

๒. สำนักงานเลขาธิการ AFoCO กำหนดให้ประเทศสมาชิกแจ้งชื่อผู้สมัคร ให้สำนักงานเลขาธิการ AFoCO ทราบภายในวันที่ ๑๒ กันยายน ๒๕๖๖ และสำนักงานเลขาธิการ AFoCO จะดำเนินการสัมภาษณ์ผู้สมัคร ภายในวันที่ ๒๒ กันยายน ๒๕๖๖ และจะประกาศรายชื่อผู้ผ่านการคัดเลือกขั้นสุดท้าย ภายในวันที่ ๒๕ กันยายน ๒๕๖๖

ณ. ตาม...

๓. ตามคู่มือ Guidelines on Expanded Fellowship Program of the Asian Forest Cooperation Organization (เอกสารแนบ ๒) วรรคที่ ๑๒ ได้กำหนดให้ประเทศสมาชิก สามารถเสนอชื่อผู้สมัครได้ไม่เกิน ๒ ราย ต่อกลุ่ม โดยกรมป่าไม้ จะได้จัดตั้งคณะกรรมการขึ้นมา ๑ ชุด เพื่อพิจารณาคัดเลือกผู้สมัครให้เป็นไปตามที่สำนักงานเลขาธิการ AFoCO กำหนดและไม่ขัดกับกฎ ระเบียบที่เกี่ยวข้อง

ข้อเสนอเพื่อพิจารณา

สำนักงานป่าไม้ต่างประเทศ เนื่องด้วยระยะเวลากระชั้นชิดและเพื่อเป็นการประชาสัมพันธ์ เผยแพร่ทุนดังกล่าวให้กับผู้สนใจ เพื่อให้ผู้สนใจได้จัดเตรียมข้อมูลประกอบการสมัคร จึงเรียนมาเพื่อโปรดทราบ และประชาสัมพันธ์ให้ผู้สนใจ ทั้งนี้ ขอได้โปรดมีหนังสือเสนอชื่อจากต้นสังกัด พร้อมเอกสารการสมัคร ให้สำนักงานป่าไม้ต่างประเทศทราบ ภายในวันที่ ๑ กันยายน ๒๕๖๖ เพื่อดำเนินการในส่วนที่เกี่ยวข้องต่อไป

จึงเรียนมาเพื่อโปรดทราบและพิจารณา



(นายมนตรี อินต๊ะเสน)

นักวิชาการป่าไม้ชำนาญการ

รักษาราชการแทนผู้อำนวยการสำนักงานป่าไม้ต่างประเทศ

ส่ง

- ส่วนอำนวยการ
- ส่วนจัดการที่ดินป่าไม้
- ส่วนจัดการป่าชุมชน
- ส่วนป้องกันรักษาป่าฯ
- ส่วนส่งเสริมการปลูกป่า
- ส่วนโครงการพระราชดำริฯ

ลงชื่อ.....

ส่ง

- ฝ่ายบริหารทั่วไป
- ฝ่ายการเงินและบัญชี
- ฝ่ายพัสดุ
- ฝ่ายแผนงานฯ

ลงชื่อ.....

๑๘ ส.ค. ๒๕๖๖

เรียน ผอ. สสพ. กิจ (ตาก) ผ่านผอ. ส่วนบริหาร

- เพื่อโปรดทราบ

- สำนักการป่าไม้ต่างประเทศประชาสัมพันธ์

หนังสือเชิญ Intivation to Nominate
Candidates for ๒๐๒๔ AFoCo Fellowship Program
ผู้สนใจสามารถส่งเอกสารสมัครให้สำนัก
การป่าไม้ต่างประเทศทราบ ภายในวันที่ ๑
กันยายน ๒๕๖๖

- เห็นควรแจ้งเวียนทุกส่วน ทุกชั้น
ทราบ ผ่านเว็บไซด์ สสพ. กิจ (ตาก)

- โปรดพิจารณา


(นางรัชสิกร จันทร์นบ)

เจ้าพนักงานการเงินและบัญชีปฏิบัติงาน
หัวหน้าฝ่ายการเงินและบัญชี
รักษาการในตำแหน่งหัวหน้าฝ่ายวิชาการทั่วไป


(นายเอกพร กันโต)

ผู้อำนวยการส่วนอำนวยการ

อนึ่ง


(นายเอกพร กันโต)

นักวิชาการป่าไม้ชำนาญการ รักษาการแทน
ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้ที่ ๔ (ตาก)

DATE: 2023.08.11

REF.NO.:

AF-482
สำนักการป่าไม้ต่างประเทศ
เลขรับ 2748
วันที่ 16.8.๖๖
เวลา.....

Representatives to the Assembly of AFoCO

Dear Distinguished Representatives,

Invitation to Nominate Candidates for 2024 AFoCO Fellowship Program

In accordance with Guidelines on Expanded Fellowship Program endorsed by the Sixth Session of the Assembly and the Decision 48-VII-22R for 2024 Work Plan adopted at its 7th Session held on 26-27 October 2022 in Almaty, Kazakhstan, the Secretariat would like to invite you to nominate a candidate for the 2024 AFoCO Fellowship Program.

The Secretariat will select four (4) Fellowship Officials for Category I and one (1) Fellowship Officer for Category II as the following procedures and schedule. The service term for each category is one (1) year for Category I and two (2) years for Category II starting from January 2024 in accordance with the Guidelines (Attachment 1). The date of duty commencement for Category II may be adjusted depending on the relevant circumstances as accepted by the Secretariat.

The Fellowship Officials will be assigned the tasks specified in the Terms of References attached (Attachment 2 & 3) depending on the Fellowship Category and expertise of the selected candidate.

Procedure	Schedule
Nomination of candidates by the Parties	by 12 Sep. 2023
Interview of nominated candidates by the Secretariat	Before 22 Sep. 2023
Notification to the Parties of the final list of successful candidates (If the Secretariat fails to find qualified candidates, the Fellowship positions may not be fully filled.)	by 25 Sep. 2023

In this regard, the Secretariat would like to request the Parties to nominate one (1) candidate for each category by the nomination deadline of **12 September 2023** in accordance with the nomination criteria specified in the Guidelines. Nomination shall be made by sending the nomination letter together with the curriculum vitae, personal statement and medical certificate of nominated candidate with reference to the attached templates (Attachment 4) to the Secretariat by the nomination deadline.

Thank you for your cooperation in advance and I am looking forward to your active participation to the AFoCO Fellowship Program.

Sincerely,

ส่ง สปต
Chongho Park
Executive Director

- ส่วนอำนาจการ
- ส่วนวิเทศสัมพันธ์
- ส่วนอนุรักษ์ธรรมชาติและสิ่งแวดล้อมระหว่างประเทศ
- ส่วนความร่วมมือระหว่างประเทศ

3) วัฒนคุณพงศ์
- วัฒนคุณ พงษ์พานิช
นายทวิชัย ต.ค.พงษ
อดิสรณ
16.8.๖๖

(นายอำนาจ สุสุทธิ)
ผู้อำนวยการสำนักบริหารการอนุรักษ์และฟื้นฟูป่าไม้
๑๕ ส.ค. ๒๕๖๖

(นายจำลอง อุทัยวัฒนะ)
นักวิชาการป่าไม้ชำนาญการพิเศษ
สำนักการป่าไม้ต่างประเทศ

Guidelines on Expanded Fellowship Program of the Asian Forest Cooperation Organization



Amendment to the Guidelines on Expanded Fellowship Program

The Guidelines on Expanded Fellowship Program has been endorsed by the Sixth Session of the AFoCO Assembly, virtually held on 29-30 March 2022. The Secretariat recognized the necessity to amend the Guidelines for improving the effectiveness of the Program and broadening the scope of program benefits as follows. This amendment will be effective from the 2024 Batch of the Fellowship Program.

1. Provision **a** under Sub-paragraph **A General** of **Paragraph 12** of the Guidelines is amended by adding **preferably** as follows:

A. General

- a. *The candidate should be a permanent government official of the Parties, **preferably** with age not more than 45 years old;*

2. **Paragraph 21** of the Guidelines is amended by revising the gross rate of living allowance as follows:

21. *A Fellowship Official shall be entitled to living allowances paid at the gross rate **ranging from KRW 2,400,000 to KRW 4,800,000 per month based on his/her experience and expertise as recognized by the Secretariat.***

Guidelines on Expanded Fellowship Program

I. Introduction

1. The AFoCO Fellowship Program is a program for government officials of AFoCO Member Parties dispatched to the AFoCO Secretariat to experience the working environment and processes of the international entity, as well as to maximize the in-house capacity of the Secretariat.
2. The program is expected to:
 - Provide an effective position to the Secretariat to deliver the member countries' voice to the global discourses and declarations such as UNFCCC, UNCBD, UNCCD, and UNFF, with the collective professional knowledge from the region.
 - Accommodate diverse demands and needs of the Member Countries and strategize goals and missions of the organization, including resource mobilization.
 - Strategize the organization's vision and missions working as the Secretariat's Professional Staff;
 - Infuse professional expertise and experience of the region and country in sustainable forest management, biodiversity conservation, and climate change, including nature-based solutions;
 - Build an effective communication network among the Parties and the Secretariat;
 - Expand the cooperation with the Parties better understanding of the working environment and procedural matters among the Parties and the Secretariat; and
 - Improve the task management of the Secretariat, and share knowledge and experiences in the Asian region.

II. Objectives of the Guidelines

3. These guidelines embody the terms and conditions of service and the duties and obligations of the dispatched government officials for the AFoCO Fellowship Program (hereinafter referred to as "Fellowship Officials").

III. Status of Fellowship Officials

4. During the period of the Fellowship Program, the Fellowship Officials are international civil servants. They shall not seek nor receive instructions from any country or authority external to AFoCO. By accepting appointments as Fellowship Officials, they pledge themselves to discharge their functions and regulate their conduct with the interests of AFoCO only in view.

5. Fellowship Officials will be categorized into Category-I and Category-II. The scope of Category-I and Category-II is defined as the level of qualification and expertise of her/him dedicated to the area of work, in accordance with the assessment criteria of the Secretariat.

6. Fellowship Program is operated on a fixed-term basis. The duration for Category-I is one year, and that for Category-II is two years.

7. The total number of Fellowship Officials working at the Secretariat shall be ten in a maximum per year, on the basis of budget availability and demand of work of the Secretariat. The Executive Director shall examine the expected workloads and funds availability before determining the total number of Fellowship Officials to be accommodated in each term.

IV. Duties and Responsibilities for Fellowship Officials

8. During the working period in the AFoCO Secretariat, the Fellowship Officials shall abide by the Code of Conduct for Staff Members of AFoCO and observe the normal working hours and official holidays established by the Staff Regulations of AFoCO.

9. The Fellowship Officials shall inter alia perform the following activities:

- Coordinating the AFoCO publicity activities in the Parties (Category-I and II);
- Making arrangements for upcoming events with relevant Parties and providing secretarial services (Category-I and II);
- Promoting partnerships and advocacy for implementation and accomplishments of program activities with Member Countries (Category-I and II);
- Performing other secretariat functions as may be required by the Assembly (Category-I and II);
- Coordinate and facilitate given tasks at the level of Professional staff of the Secretariat, considering existing duties and responsibilities of the concerned position (Category-II); and,
- Undertaking other duties as may be assigned by the Executive Director (Category-I and II).

10. The Fellowship Official shall develop and submit their work plan within two weeks after the commencement of duties at the Secretariat. Before completing his/her service, the Fellowship Official shall also submit a final report on his/her services and achievements delivered throughout the program. Accordingly, the Certificate of Completion will be provided.

V. Nomination and Approval Procedures

11. Candidates for the Fellowship Program shall be nominated by the Representative of the respective Parties, following the vacancy notice of the Secretariat.

12. Each Representative of the Party may nominate a maximum of two candidates for each Category of the Fellowship Program guided by the following criteria.

A. General

- a. The candidate should be a permanent government official of the Parties, preferably with age not more than 45 years old;

- b. Candidates should be willing to take care of AFoCO projects as project staff or lead AFoCO-related activities upon returning to their duty station; and,
- c. Candidates should be in good health and willing to travel outside of Headquarters.

B. Category-I

- a. Candidates should have a minimum of five (5) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an academic background in forestry, environment, or biodiversity conservation. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with expertise or experience in capacity building, planning, geographical information system, project development, implementation, and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation, including REDD+, will be an advantage; and,
- d. Candidates should be computer literate, fluent in spoken and written English.

C. Category-II

- a. Candidates should have a minimum of ten (10) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an advanced university degree, i.e., a Master's degree or equivalent, in forestry, environment, biodiversity conservation, social science, political science, international relations, development studies, or related discipline. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with professional expertise or experience in capacity building, planning, geographical information system, project development, management and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation will be an advantage;
- d. Knowledge and skills required for a range of issues related to Land Use, Land-Use Change and Forestry (LULUCF) sector under the UNFCCC will be an advantage; and,
- e. Candidates should be computer literate, excellent oral and written communication skills in English. The applicants who have resided and studied at an educational institution in an English-speaking country will be an advantage.

13. Nominated candidates by the Representative should submit their curriculum vitae, personal statement, and medical certificate to the Secretariat by the given deadline for application.

14. The Secretariat will conduct an interview in English via teleconference within two weeks after the application deadline. If the English proficiency of the candidate is deemed unsatisfactory, the Secretariat may request the corresponding Representative to recommend an alternative candidate or decide not to select anyone for the batch.

15. The final list of the candidates for each term will be decided by the Executive Director, considering the results of the interview evaluation and geographic and gender balance among the

awardees.

16. The Executive Director shall inform the Representatives of the final list of the candidates and issue an appointment letter to each successful candidate. The Secretariat shall provide the necessary support for the final candidate to take a necessary administrative process for the commencement of duty on time.

VI. Financial Support and Benefits

Salary

17. Salary for the Fellowship Officials shall be paid by the respective entity that sends the Fellowship Officials according to their relevant domestic regulations. The amount of salary to the Fellowship Officials by the sending entity during the period of his/her service at the Secretariat shall be credited as an in-kind contribution from the respective Parties. For that, the Representative shall inform the statement after completing service to the Secretariat in writing.

Allowances

General

18. A Fellowship Official shall be provided with official residences during his/her service at the Secretariat. If an official residence is not available, a housing allowance shall be provided to cover the actual rental costs, with the ceiling rate of KRW 800,000 per month. If a refundable fixed deposit is required for any housing rental arrangement, the deposit cost shall be covered by and returned to the Secretariat in full without any deduction.

Category-I

19. A Fellowship Official shall be entitled to living allowances paid at the gross rate of KRW 1,600,000 per month.

20. Once during her/his service, a Fellowship Official shall be provided with an economy-class round trip air ticket using the most direct route for up to three dependents to the duty station.

Category-II

21. A Fellowship Official shall be entitled to living allowances paid at the gross rate ranging from KRW 2,400,000 to KRW 4,800,000 per month based on his/her experience and expertise as recognized by the Secretariat.

22. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket for up to three dependents using the most direct route to visit the duty station.

23. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket using the most direct route for special leave to the home

country.

24. Living allowances will be additionally provided to a Fellowship Official with dependents up to three at the rate of KRW 40,000 per month for a spouse and KRW 50,000 per month for a child.

Annual Leaves

25. A Fellowship Official shall be entitled to fifteen days of annual leave per year. The Secretariat shall not compensate the remaining annual leave at the time of separation from service.

Health Insurance

26. A Fellowship Official with dependents, s/he, and her/his dependents shall be covered by the National Health Insurance applicable under the laws and regulations of the Republic of Korea.

Travel Cost for Mobilization and Demobilization

27. A Fellowship Official in Category-I shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. Dependents shall not be accompanied.

28. A Fellowship Official in Category-II shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. When the Fellowship Official has accompanying dependents, those dependents shall also be provided with the same level of round-trip air tickets as the Fellowship Official.

Travel Cost for Official Mission

29. When a Fellowship Official is required to take official travels as part of his duties, any expenses associated with such travels will be borne by the Secretariat through paying travel expenses equivalent to those for Professional staff of the Secretariat undertaking similar travel for official purposes.

VII. Final Provisions

30. All other matters not provided in these Guidelines may be referred to the arrangements set by the Staff Regulations of AFoCO.

31. These Guidelines shall be supplemented or amended upon proposal by the Executive Director and subsequent approval by the Assembly.



Terms of Reference for the Fellowship Official (Category I) (2024)

WORK UNIT	COMMUNICATION AND INFORMATICS TEAM
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CORE FUNCTIONS/DUTIES	
1.	<p>Support in organizing of Assembly and Conference</p> <ul style="list-style-type: none"> • Support preparation of the Assembly documents • Support communications with the Parties on the Assembly • Logistic arrangements for the organizing of the Assembly such as management of participants
2.	<p>Formulation of Reports and Documents for Partner Organizations</p> <ul style="list-style-type: none"> • Drafting of meeting reports with partners • Support organizing of the research network under the AFoCO-NIFOS collaboration • Support in organizing joint activities with partners under the UN Decade of Ecosystems Restoration
3.	<p>Data compilation for the Information and Data Platform</p> <ul style="list-style-type: none"> • Provide inputs to the data structure design • Support the operations of the Information and Data Platform • Communication with the relevant officials to collect relevant data and information to be incorporated into the Platform
4.	<p>Support communications and publication</p> <ul style="list-style-type: none"> • Support the operations of the official website and digital brochure • Monitor organization information in internet portals and update relevant information • Support updating website content
5.	<p>Common tasks</p> <ul style="list-style-type: none"> • Support in communication with respective country focal officials and project-related officers including the data collection for the Information and Data Platform • Contributing articles to the AFoCO website, policy brief, and publications

Note: The TOR for Category II may be subject to change depending on circumstances.



Terms of Reference for the Fellowship Official (Category I) (2024)

WORK UNIT	STRATEGIC PLANNING TEAM
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CORE FUNCTIONS/DUTIES
<p>1. Support in country-led and regional project development</p> <ul style="list-style-type: none">• Conduct literature review (in-country, regional, global references) relative to the submitted concept notes and proposals as submitted and/or initiated by the Secretariat.• Lead and/or assist in the development of in-country/regional project proposal and other donor pre-positioning activities in response to call for proposals and bilateral/multi-lateral initiatives and partnerships.• Assist in communicating with participating, relevant partners and consultants.
<p>2. Support for LPA related activities</p> <ul style="list-style-type: none">• As one of the focal persons of AFoCO, participate in the meetings and assist the activities of LPA Secretariat as specified in the ToR of the LPA Secretariat.• Engage in AFoCO-led project development for LPA together with member countries and other LPA partners.• Consolidate information including achievements of member countries and assist in producing an annual report for LPA.
<p>3. Support publishing policy briefs on forests and climate change</p> <ul style="list-style-type: none">• Conduct literature reviews on forests and climate change issues, which enable to update strategic directions of the AFoCO• Assist in drafting and publishing the policy briefs based on the findings from the literature reviews• Circulate the published policy briefs to the members and relevant partners
<p>4. Support for AFoCO Annual Thematic Dialogue</p> <ul style="list-style-type: none">• Engage in the preparation of the Annual Thematic Dialogue, including theme identification and program development, logistic arrangements, etc.• Assist in drafting information and discussion documents with external experts for the event• Draft a report of the Annual Thematic Dialogue, which summarizes key information and agenda discussed during the event.

Note: The TOR for Category II may be subject to change depending on circumstances.



Terms of Reference for the Fellowship Official (Category I) (2024)

WORK UNIT	PROJECT MANAGEMENT TEAM
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CORE FUNCTIONS/DUTIES	
1. Project Development	<ul style="list-style-type: none">• Develop the priority areas in each member country• Develop two (2) concept notes based on the priority areas in the member country and AFoCO Climate Change Action Plan• Review project proposals under development• Identify partnership organizations in view of fund raising, if applicable
2. Project Implementation and Monitoring	<ul style="list-style-type: none">• Review project proposals under inception arrangements• Support the inception arrangements for the projects under the guidance of Program Officer• Support the preparation of the Project Inception Meeting and Project Steering Committee for on-going projects including the documentation of project related meetings• Support the preparation on the Annual Technical Workshop for Project Management and Performance Review• Review the mid-term/annual physical/financial reports submitted by the Implementing Agencies• Support the development of monitoring plans for on-going projects and the monitoring reports• Support the Final Coordination and Evaluation Meeting for projects to be completed.
3. Project-related Advocacy for the Assigned Projects	<ul style="list-style-type: none">• Support the dissemination of achievements of on-going project activities via offline and online activities of publications, websites and social networking services• Develop website project stories and feature articles to promote the on-going projects in cooperation with the Implementing Agencies
4. Others	<ul style="list-style-type: none">• Develop the draft of project cost norms for AFoCO Projects, in cooperation with member countries• Update the Country Profile in each member country• Support the development of the draft of ESS manual for low-risk projects
5. Common tasks	<ul style="list-style-type: none">• Support the events organized by the AFoCO Secretariat (e.g. Assembly, Donors' Meeting, Capacity Building Programs)• Perform other duties as assigned by the Executive Director

Note: The TOR for Category II may be subject to change depending on circumstances.



**Terms of Reference
for the Fellowship Official (Category I)
(2024)**

WORK UNIT	CAPACITY BUILDING AND RESEARCH TEAM
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CORE FUNCTIONS/DUTIES	
5.	Support in Coordination and Facilitation of Training Courses <ul style="list-style-type: none">• Preparation: Course guideline development and necessary admin assistance• During the training week: Technical support and communication.• Post-training: Training report and 2-page leaflet development and publication Distribution of tokens and publication to participants• E-Module development• Promotion activities (e.g., web articles)
6.	Support in Development of AFoCO Forest Fire Capacity Building Program <ul style="list-style-type: none">• Work with the experts to develop a capacity building program• Plan and conduct a feasibility study• Promotion activities (e.g., web articles)
7.	Support in Designing AFoCO Experimental Forest <ul style="list-style-type: none">• Work with the stakeholders for designing the experimental forest in the RETC• Coordinate with FD of Myanmar to collect the relevant and necessary data• Support the International Symposium for "Establishment of AFoCO Experimental Forest" Promotion activities (e.g., web articles)
8.	Support in Management of the RETC <ul style="list-style-type: none">• Liaise with the RETC staff related to the management issues• Work with the RETC staff to facilitate the training programs Promotion activities (e.g., web articles)
9.	Support in NIFoS-funded Research Projects <ul style="list-style-type: none">• Record keeping and documentation, upon request.
10.	Common tasks <ul style="list-style-type: none">• Participate and support in facilitation of RETC Training Courses• Participate and support in project evaluation activities

Note: The TOR for Category II may be subject to change depending on circumstances.



Terms of Reference for the Fellowship Officials (Category II) (2024)

WORK UNIT	PROGRAM AND PROJECT DIVISION
CORE FUNCTIONS/DUTIES	
<p>1. Project Monitoring and Evaluation (M&E)</p> <ul style="list-style-type: none"> • Develop the M&E plan for outcomes and impacts of the assigned projects • Review the M&E needs and plans for assigned project, and extract relevant indicators to monitor and evaluate the projects outcomes and outputs • Assist to establish an effective data collection system and reporting forms for capturing quantitative and qualitative information of the Project M&E • Conduct periodic project M&E activities (mid-term, end-of-project, ex-post) with providing a proper tool and technical guidance to implementing agencies for the assigned projects in coordination with Project Management Officer • Prepare the M&E report for assigned projects as required by the M&E Guidelines • Coordinate lesson learning from M&E of the assigned projects and support sharing of the best practices and policy insights • Support the organizational processes of fundraising and external communications to share information about project portfolio and its impact • Assist to develop specific M&E framework and relevant guidelines/regulations of the Secretariat 	
<p>2. Development and Implementation of Research and Capacity Building Programs</p> <ul style="list-style-type: none"> • Support in developing potential research areas for the Science and Technology Exchange Partnership (STEP) program and other research projects in communication with the Member Countries • Plan and conduct a feasibility study, and work with relevant experts for the development of AFoCO Forest Fire Capacity Building Program 	
<p>3. Promotion and Dissemination of Project Achievement</p> <ul style="list-style-type: none"> • Support in disseminating outcomes and achievements of project activities via offline and online activities of publications, websites and social networking services • Participate project-related outreach activities, training courses, workshops, and meetings 	
<p>4. Undertake other duties as may be assigned by the Executive Director</p>	

Note: The TOR for Category II may be subject to change depending on circumstances.

[Template]

CURRICULUM VITAE

**INSTRUCTIONS: The candidates may freely choose the format of the curriculum vitae but it is advised to address the categories below:*

- *Personal information*
 - * Please describe your personal information with your identical photograph (3.5 cm wide and 4.5 cm high) taken within the last 6 months*
- *Educational background*
- *Professional career*
- *Experience in Projects and programs (if any)*
- *Language skills*
 - * Please describe your language skills. List your mother tongue and other language(s) including English with proficiency levels (Beginner, Intermediate, and Advanced).*

[Template]

PERSONAL STATEMENT

**INSTRUCTIONS: The Personal Statement should be typed or printed legibly in English (A4, 1.15-line spaced, single-sided). This statement must be written solely by the applicant. Please refer to the prompts below.*

Full Name: _____

1. Describe what motivates you to apply for the Fellowship Program (Less than 600 words)
2. Describe your potential contributions to the Secretariat through the Fellowship Program (Less than 600 words)
3. Describe your career vision which you would like to develop through the Fellowship Program (Less than 600 words)
4. Describe any additional comments (if any) (Less than 600 words)

I hereby submit my Personal Statement and certify that I have received no assistance in writing or editing this essay.

dd/month/yyyy

Signature