



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



23 JUL 2024

MEMORANDUM

**FOR : All Undersecretaries
All Assistant Secretaries
All Regional Executive Directors
All Bureau Directors
All Service/Program Directors, Central Office
All Heads of Attached Agencies**

**FROM : The OIC Director
Human Resource Development Service**

**SUBJECT : INVITATION TO NOMINATE CANDIDATES FOR 2025 AFoCO
FELLOWSHIP PROGRAM**

This refers to the Memorandum dated 17 July 2024 from the Forest Management Bureau extending the invitation of the Asian Forest Cooperation Organization (AFoCO) for its 2025 AFoCO Fellowship Program.

AFoCO offers regular opportunities for government officials from the member countries including the Philippines to work in the Secretariat through its Fellowship Program. 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. The Program functions as a channel for effective communication and helps strengthen understanding between the Secretariat and the Parties for the fruitful achievement of AFoCO's goals. Fellowship Officials shall be provided with official residences during his/her service at the Secretariat, one round-trip economy class airfare, and a stipend.

The Fellowship Program is operated on a fixed-term basis. The duration for Category-I is one year and the duration for Category-II is two years starting from January 2025.

Interested applicants shall possess the following **qualification requirements of the DENR:**

1. Have at least two (2) years holding permanent plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study/travel being applied for;
4. Have no pending administrative case;
5. Have no pending application and nomination for other study and non-study trips;
6. Have not exceeded four (4) official foreign travel within a year;
7. Have submitted all the required reports from previous foreign travels;
8. Have rendered the required service obligation for a scholarship previously enjoyed; and

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9. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation

In addition, applicants shall also possess the following **qualification requirements of the AFoCo Fellowship Program**:

For Category-I:

1. A permanent government official, preferably with age not more than 45 years old;
2. A minimum of five (5) years of work experience in governmental institutions;
3. Academic background in forestry, environment, or biodiversity conservation; and
4. 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.

For Category-II:

1. A minimum of ten (10) years of work experience in governmental institutions;
2. 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;
3. 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;
4. With 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;
5. 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;
6. Must be computer literate, excellent oral and written communication skills in English; and
7. Have resided and studied at an educational institution in an English-speaking country will be an advantage.

The nominee shall submit the following requirements to Career Development Division on or before **06 September 2024**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be concurred by the Secretary (for Undersecretary applicants) and Supervising Undersecretary (for Assistant Secretary and below applicants);
2. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certificate of no pending administrative case:

5. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has no pending scholarship nomination;
 - b. has not been a delinquent scholar from a previous scholarship grant;
 - c. has submitted all the required reports from previous foreign travels;
 - d. has performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
6. Updated Personal Data Sheet, with Work Experience Sheet, duly signed by authorized person administering oath; and
7. Self Certification of official Travel History for the past 24 months

The DENR HRDC accepts online applications, as such, applicants should submit their documentary requirements through the Learning and Development portal at bit.ly/nomiforeign or by scanning our qr code below:



Upon nomination by the DENR, AFoCO will screen applications based on its own selection criteria. The AFoCO Secretariat will conduct an interview via teleconference within two weeks of the application deadline. The final list of the candidates for each term will be decided by the Executive Director.

Attached are the invitation, guidelines and other documentary requirements required by the AFoCO Fellowship Program, for reference.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: hrdcs2020@gmail.com or telephone: (02) 8927-9107 or VOIP 1063.

For your information.

Mir M. M
MIRIAM M. MARCELO



Republic of the Philippines
 Department of Environment and Natural Resources
FOREST MANAGEMENT BUREAU
 Visayas Avenue, Diliman, 1100 Quezon City
 Tel. No.: (632) 8925-2141 / (632) 8927-4788
 E-mail Address: fmb@denr.gov.ph

FOREST MANAGEMENT BUREAU
RELEASED
 JUL 18 2024
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 JUL 18 2024
 Sign: *[Signature]* Time: 2:40

MEMORANDUM

FOR : The OIC Director
 Human Resource Development Service

FROM : The Chief, Forest Resources Conservation Division
 In-Charge, Office of the Director

SUBJECT : **INVITATION TO NOMINATE CANDIDATES FOR 2025 AFoCO FELLOWSHIP PROGRAM**

DATE : **JUL 17 2024**

This pertains to the invitation from Dr. Chongho Park, Executive Director of Asian Forest Cooperation Organization (AFoCO) dated July 12, 2024, inviting the Philippines to nominate candidates for the 2025 AFoCO Fellowship Program (see *attached Invitation Letter*).

As a background, AFoCO offers regular opportunities for government officials from the member countries including the Philippines to work in the Secretariat through its Fellowship Program. This Program functions as a channel for effective communication and helps strengthen understanding between the Secretariat and the Parties for the fruitful achievement of AFoCO's goals.

The Philippines is requested to nominate one (1) candidate for each category of the Fellowship Program with the following criteria:

1. Category 1
 - A permanent government official, preferably with age not more than 45 years old;
 - A minimum of five (5) years of work experience in governmental institutions;
 - Academic background in forestry, environment, or biodiversity conservation; and
 - 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.
2. Category 2
 - A minimum of ten (10) years of work experience in governmental institutions;

- 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;
- 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;
- With 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.
- 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
- Must be computer literate, excellent oral and written communication skills in English; and
- Have resided and studied at an educational institution in an English-speaking country will be an advantage.

In this regard, we are forwarding the letter invitation of the AFoCO Secretariat for immediate dissemination to the concerned DENR Offices, and eventual endorsement of nominees to AFoCO thru this Office being the focal agency of the DENR to AFoCO. We would appreciate receiving the name of the nominee/s on or before September 27, 2024 (Friday).

Attached are relevant documents such as the invitation letter from AFoCO, Fellowship Guidelines, and Terms of References for the Fellowship Officials and Personal Statement Sheet, for information and ready reference.

Should you need further information and/or clarification, kindly coordinate with our AFoCO National Focal Point, Forester Ildfonso L. Quillooy at 8927-8127 (office no.), 09283649616 (mobile no.) and ilquillooy@fmb.denr.gov.ph / ilquillooy@yahoo.com.

FOR YOUR INFORMATION AND CONSIDERATION, PLEASE.


MA. TERESA G. AQUINO

Cc: All FMB Technical Divisions

DATE: 2024.07.12

REF.NO.:

CE-171

Representatives to the Assembly of AFoCO
CC National Focal Points of AFoCO

Dear Distinguished Representatives,

Invitation to Nominate Candidates for 2025 AFoCO Fellowship Program

In accordance with Guidelines on Expanded Fellowship Program endorsed by the Sixth Session of the Assembly and the Decision 54-IX-23R for 2024 Work Plan adopted at its Ninth Session held on 25-26 October 2023 in Seoul, Republic of Korea, the Secretariat would like to invite you to nominate a candidate for the 2025 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 2025 in accordance with the Guidelines (**Attachment-1**). The date of duty commencement 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** and **Attachment-3**) depending on the Fellowship Category and expertise of the selected candidate.

Procedure	Schedule
Nomination of candidates by the Parties	by 30 Sep. 2024
Interview of nominated candidates by the Secretariat	before 15 Oct. 2024
Notification to the Parties of the final list of successful candidates	by 18 Oct. 2024

In this regard, the Secretariat would like to request the Parties to nominate one (1) candidate for each category by the nomination deadline of 30 September 2024 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,



Chongho Park
Executive Director

[Attachments]

1. Fellowship Guidelines
2. TORs for the Fellowship Officials (Category I)
3. TOR for the Fellowship Official (Category II)
4. Template for Curriculum Vitae and Personal Statement

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 Officials (2025)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Operations and Resource Team	

PREFERRED ASSET
<ol style="list-style-type: none"> 1. Education <ul style="list-style-type: none"> • Minimum of a Bachelor's or equivalent in forestry or a similar major 2. Experience <ul style="list-style-type: none"> • Experience in project implementation/monitoring and related fields 3. Core Competencies <ul style="list-style-type: none"> • Ability to seek problem-solving and continuous improvements through communication • Ability to organize and run meetings and events in English 4. Functional Competencies <ul style="list-style-type: none"> • Proficient in using MS Word, MS Excel, and MS PowerPoint

CORE FUNCTIONS/DUTIES
<ol style="list-style-type: none"> 1. Support in organizing of Assembly and Conference <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
<ol style="list-style-type: none"> 2. Formulation of Reports and Documents for Partner Organizations <ul style="list-style-type: none"> • Drafting of meeting reports with partners • Support logistic arrangements for the organizing of relevant meetings. • Assist in research and consolidation of reference materials from various sources for use in preparation of team reports, work plans, briefings, meetings/conferences, etc
<ol style="list-style-type: none"> 3. Support communications and publication <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
<ol style="list-style-type: none"> 4. Common tasks <p><i>[Note: The common tasks are activities given to all fellows in addition to their core duties throughout the fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]</i></p> <ul style="list-style-type: none"> PO <ul style="list-style-type: none"> ■ OR: Support and participation to the Assembly Session(s) ■ SP: Country profile



<ul style="list-style-type: none">■ CBE: Study visit to forest-related agencies in the Republic of Korea : Participation into the RETC training programs
PP
<ul style="list-style-type: none">■ Carbon: Carbon regulation & Policy update of member countries■ ODA: Project Information Management System update
5. Perform other duties as assigned by the Executive Director



Terms of Reference for the Fellowship Officials (2025)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Strategic Planning Team	

PREFERRED ASSET
<ol style="list-style-type: none"> 1. Education <ul style="list-style-type: none"> • Minimum of a Bachelor's degree or equivalent in forestry or a similar major 2. Experience <ul style="list-style-type: none"> • Working experience in project development or implementation (Experience in international cooperation projects preferred) • Previous working experience in an international organization is an advantage 3. Core Competencies <ul style="list-style-type: none"> • Ability to develop project concept notes/proposals in English • Ability to organize and run meetings and events in English 4. Functional Competencies <ul style="list-style-type: none"> • Proficient in using MS Word, MS Excel, and MS PowerPoint

CORE FUNCTIONS/DUTIES
<ol style="list-style-type: none"> 1. Data Collection and Analysis for Project Development <ul style="list-style-type: none"> • Gather and compile relevant data for project development on each of the priority area under the strategic plan and climate action plan, such as dryland restoration, mangrove restoration, green villages, enterprises, and ICT based forest related disaster management • Analyze collected data to support the development of project concept notes and proposals • Assist in drafting project concept notes and proposals, ensuring alignment with organizational goals
<ol style="list-style-type: none"> 2. Monitoring and Evaluating the Strategic Plan and Climate Action Plan <ul style="list-style-type: none"> • Assist in monitoring the implementation of the Strategic Plan 2024-2030 and Climate Action Plan • Support the evaluation process by collecting and analyzing performance data • Prepare reports on the progress and outcomes of the strategic and climate action plans
<ol style="list-style-type: none"> 3. Preparation for AFoCO events and conferences <ul style="list-style-type: none"> • Preliminary review of the agenda for relevant meetings • Compilation and organizing of agenda and relevant reference materials for Secretariat delegation • Note-taking of relevant matters discussed • Writing articles or documents to relevant events



4. Common tasks

[Note: The common tasks are activities given to all fellows in addition to their core duties throughout the fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]

PO

- OR: Support and participation to the Assembly Session(s)
- SP: Country profile
- CBE: Study visit to forest-related agencies in the Republic of Korea
: Participation into the RETC training programs

PP

- Carbon: Carbon regulation & Policy update of member countries
- ODA: Project Information Management System update

5. Perform other duties as assigned by the Executive Director



Terms of Reference for the Fellowship Officials (2025)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Project Team 1 (ODA Team)	

PREFERRED ASSET
<p>1. Education</p> <ul style="list-style-type: none"> • Minimum Bachelor's degree or equivalent in forest related disciplines <p>2. Experience</p> <ul style="list-style-type: none"> • Minimum of 5 years of professional working experience, preferably in project development and implementation management • Previous working experience in an international organization is an asset <p>3. Core Competences</p> <ul style="list-style-type: none"> • Analytical views on collected information and data. • Ability to prepare clear and concise reports in English. <p>4. Functional Competences</p> <ul style="list-style-type: none"> • An applicant who can utilize MS Word/MS Excel/MS Power Point • GIS related skills is an asset

CORE FUNCTIONS/DUTIES
<p>1. Project Development</p> <ul style="list-style-type: none"> • Assist project appraisal process and facilitate relevant communication with proponent countries • Develop three (2) concept notes in line with the priority areas of the member country based on the relevant AFoCO Strategic Action Plans • Review of project concept notes and proposals under development
<p>2. Project Implementation and Monitoring</p> <ul style="list-style-type: none"> • Support the preparation of Project related meetings and relevant documentation for on-going projects • 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 draft the monitoring reports upon participating in on-site monitoring activities
<p>3. Project-related Advocacy for the Assigned Projects</p> <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

- Support the enhancement of the Project Management and Information System (PMIS) as and when necessary

5. Common tasks

[Note: The common tasks are activities given to all fellows in addition to their core duties throughout the fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]

- PO
 - OR: Support and participation to the Assembly Session(s)
 - SP: Country profile
 - CBE: Study visit to forest-related agencies in the Republic of Korea
: Participation into the RETC training programs
- PP
 - Carbon: Carbon regulation & Policy update of member countries
 - ODA: Development of one (1) Project Concept Note

6. Perform other duties as assigned by the Executive Director



Terms of Reference for the Fellowship Officials (2025)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Project Team 2 (Carbon Team)	

PREFERRED ASSET
<ol style="list-style-type: none"> 1. Education <ul style="list-style-type: none"> • Minimum Bachelor's degree or equivalent (Carbon major preferred) 2. Experience <ul style="list-style-type: none"> • Working experience in project develop and implementation (Experience in carbon-related projects preferred) • Previous working experience in an international organization is an advantage. 3. Core Competences <ul style="list-style-type: none"> • Analytical views on collected information and data. • Ability to prepare clear and concise reports. 4. Functional Competences <ul style="list-style-type: none"> • An applicant who can utilize MS Word/MS Excel/MS Power Point

CORE FUNCTIONS/DUTIES
<ol style="list-style-type: none"> 1. Climate and Forest Carbon Cooperation Framework <ul style="list-style-type: none"> • Support the development of organizational framework for Climate and Forest Carbon Cooperation, including modalities, procedures and guidelines for climate and forest carbon related programs and projects of AFoCO, which contributes to achieve the goal of AFoCO Strategic Plan 2024-2030 and AFoCO Climate Action Plan; • Support the communication on organizational policies for climate and forest carbon cooperation with internal / external stakeholders; • Identify and compile issues related to climate policy related to forestry and forest sector; 2. Forest Carbon Project Modules and Data Compilation <ul style="list-style-type: none"> • Support the development of modular components for development of forest carbon projects of AFoCO, including major tree species and their biomass allometric equations of the Member Countries, cost norms and standard operation procedures for the project activities, and baselining surveys. • Compile data collected from the project development, implementation, and evaluation, including successful business models; • Support project publications to serve as reference in project formulation and promotion, aligned with AFoCO Strategic Plan 2024-2030 and AFoCO Climate Action Plan;



3. Support for Forest Carbon Programs and Projects

- Support development, implementation and evaluation of AFoCO carbon programs and projects to comply with relevant carbon policies and requirements;
- Support the relevant workshops, seminars and events;

4. Common tasks

[Note: The common tasks are activities given to all fellows in addition to their core duties throughout the fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]

- PO
 - OR: Support and participation to the Assembly Session(s)
 - SP: Country profile
 - CBE: Study visit to forest-related agencies in the Republic of Korea
: Participation into the RETC training programs
- PP
 - Carbon: Carbon regulation & Policy update of member countries
 - ODA: Project Information Management System update

5. Perform other duties as assigned by the Executive Director



Terms of Reference for the Fellowship Officials (2025)

NAME		[PHOTO]
COUNTRY		
SERVICE TERM	Proposed for Category-II for 2 years	
WORK UNIT	Capacity-Building and Evaluation Team	

PREFERRED ASSET
<ol style="list-style-type: none"> 1. Education <ul style="list-style-type: none"> • Minimum Master's degree or equivalent in forestry and/or environment 2. Experience <ul style="list-style-type: none"> • Working experience in project implementation, evaluation and/or capacity building activities • Working experience in handling the GIS tools and ICT technology • Working experience in information and data management. • Previous working experience in organizing training programs/workshop/events and managing training centers is an advantage. • Previous working experience in an international organization is an advantage. 3. Core Competences <ul style="list-style-type: none"> • Analytical views on collected information and data. • Ability to prepare clear and concise reports. 4. Functional Competences <ul style="list-style-type: none"> • An applicant who can utilize MS Word/MS Excel/MS Power Point

CORE FUNCTIONS/DUTIES
<ol style="list-style-type: none"> 1. 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, if necessary • Promotion activities (e.g., web articles)
<ol style="list-style-type: none"> 2. Coordination of Project Evaluation and Impact Brief Development <ul style="list-style-type: none"> • Preparation: Assist in project evaluation planning, preliminary project analysis, and formulation of appropriate evaluation methodologies. • On-site Verification: Provide technical support and facilitate communication during on-site project evaluations. • Report: Draft comprehensive evaluation reports following on-site assessments. • Record Keeping and Documentation: Maintain records and documentation as required. • Impact brief development:
<ol style="list-style-type: none"> 3. 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 • Work with the stakeholders for the experimental forest in the RETC • Coordinate with FD of Myanmar to collect the relevant and necessary data • Promotion activities (e.g., web articles)



4. Improvement of Information and Data Management Platform

- Work with the stakeholders to research, compile and organize information and reference materials for database development
- Support consolidation of primary data from member countries
- Improve the Information and Data Management Platform
- Promotion activities (e.g., web articles)

5. Common tasks

[Note: The common tasks are activities given to all fellows in addition to their core duties throughout the fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]

- PO
 - OR: Support and participation to the Assembly Session(s)
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6. Perform other duties as assigned by the Executive Director

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).*

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