Validation and Verification Coordinator

Organisation: Plan Vivo Foundation
Location: Edinburgh-based preferred, although remote working in the UK/EU may be considered
Closing Date: Fri 1st July
Remuneration: £28,000 - £32,000 (dependent on experience)
Contact Email: info@planvivofoundation.org
Website: www.planvivo.org

The Role
The Plan Vivo Foundation is seeking a highly motivated individual with a keen interest in the nexus of climate change and international development. The Validation and Verification Coordinator will oversee the validation and verification processes of Plan Vivo projects, specifically providing support, guidance and training to Validation and Verification Bodies (VVBs) and oversee Independent Experts as they audit Plan Vivo projects. The successful candidate will work as part of the PV operational team (the Secretariat), ideally based in Edinburgh and will report to the Project and Country Strategies Manager. The role involves working closely with Plan Vivo projects, VVBs and Independent Experts (IES) and the Technical Advisory Committee (TAC). There may be some remote working required but the majority of the role will be office based.

About Plan Vivo
The Plan Vivo Foundation (PVF) is a registered UK charity, based in Edinburgh, that supports vulnerable rural communities across the world to develop innovative nature-based solutions (NBS) to reduce poverty, conserve important ecosystems and tackle climate change - through our stewardship of the Plan Vivo Standard.

The Standard is a core set of social, environmental and governance requirements that projects must meet to become certified under Plan Vivo. PVF and in-country partners support communities and small holders to pass the rigorous certification process and enable access to finance from the ecosystems services (ES) and voluntary carbon market (VCM) to support community-led forest conservation, restoration and agroforestry to deliver impact for climate, communities and nature.

The Standard is internationally recognised for its focus on ethical and fairly traded climate services, which ensures that a greater share of income reaches those that most need it. Our unique model ensures that at least 60% of benefits go back to the communities on the ground, which has a significant impact on strengthening resilience for vulnerable communities and reducing drivers of deforestation. Through our collaborative approaches and focus on small holders and communities we have achieved a significant impact over the last 25 years. We now support a global network of 28 certified projects in over 20 countries, have emission reductions of over 7 million tonnes CO2; and have reached 100,000 people - channelling 25 million dollars (USD) directly to communities.

The Candidate
The successful candidate will have a strong track record of auditing and/or managing audit programmes for assessing forestry or agricultural projects or operations against environmental and social standards. The ideal candidate will have experience as a validator or verifier of carbon projects, and technical expertise relating to GHG accounting; but applicants with experience of other relevant
standards (e.g. FSC Forest Management, ISO 14001 etc.) and an interest in working on community-based carbon projects will also be considered.

Specific Responsibilities

Coordination of Plan Vivo’s network of Validation and Verification Bodies (VVBs) and Independent Experts (IEs):

- Review and assess applications by VVBs and IEs wishing to become approved for validations and verifications of Plan Vivo projects;
- Provide guidance to VVBs on the Plan Vivo certification system, including the scope of validation and verification activities;
- Coordinate with IEs on scope of site visits;
- Identify, create and deliver training materials to IEs and VVBs, where necessary;
- Carry out periodic reviews of approved VVBs and IEs to identify training needs and/or quality of audit reports;
- Maintain a database of approved VVBs and IEs including audit team compositions, skills, expertise, etc.;
- Management of ongoing VVB registration.

Ongoing alignment with best practice in the VCM

- Ongoing review of best practice for validation and verification of forest carbon projects and subsequent drafting of guidance and Terms of Reference (ToRs) for VVBs and Independent Experts;

Overseeing Validation and Verification of micro- and macroscale projects

- Management of a validation and verification database;
- Keeping on top of due dates for validation and verification of projects;
- Reviewing VVB proposals validation and verification audits;
- Guiding IEs in designing field audit plans;
- Reviewing validation and verification Terms of Reference (ToRs) and identifying and relaying project-specific queries to VVBs and Independent Experts;
- Coordinating microscale validations together with the Plan Vivo Projects Team and the Plan Vivo TAC (Technical Advisory Committee);
- Review of validation and verification reports and final assessment of validation/verification finding;

Overseeing Methodology Review Processes

- Working with the Technical Coordinator to Interact with Methodology Developers to scope new methodologies;
- Coordinate with the TAC to review submitted Methodology Concept Notes;
- Working with the Media and Comms Officer to coordinate public consultations of methodologies, and coordinate feedback with TAC;
- Generate and distribute Requests for Proposals (RfPs) for VVBs to review methodologies;
- Oversee VVB review process of methodology and final TAC sign-off;
- Manage approved methodologies and methodology versioning.

Strengthening Plan Vivo’s network of VVBs and Independent Experts

- Strengthen relationships with existing VVBs and Independent Experts through knowledge exchange;
• Identify and drive forward areas of collaboration between VVBs, Independent Experts and the Plan Vivo secretariat;
• Periodically attend validations and verification where appropriate;
• Identify regional VVBs in priority countries and assess gaps between Plan Vivo VVB/IE requirements;
• Ongoing identification and creation of learning and training materials in coordination with the Projects and Knowledge Management Officer.

**Qualifications, Skills and Expertise**

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<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
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<td>• Advanced degree (minimum MSc or MA) in a relevant field, such as forestry, physical or environmental sciences, economics, etc.</td>
<td>• Professional certification or membership in auditing bodies.</td>
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<td>• Based in the UK, with full rights to live and work in the UK.</td>
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<td>• Professional membership of the Institute of Chartered Foresters of another relevant professional body.</td>
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<td><strong>Experience</strong></td>
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<td>• At least 3 years+ professional experience relating to designing and/or auditing forest carbon projects, or operating or auditing against environmental and social standards;</td>
<td>• 5 years+ professional experience in a project manager relating to auditing of GHG mitigation projects</td>
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<td>• Practical experience of working with communities / smallholders on projects in the Global South including social development and inclusion.</td>
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<td>• Demonstrable experience of GHG accounting for forest carbon projects.</td>
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<td>• Demonstrable experience working in carbon markets, climate change policy, and the land use and forestry sector, ideally with some knowledge of land-use project auditing.</td>
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<td>• Basic understanding of GHG accounting and monitoring solutions for forest carbon projects;</td>
<td>• Experience in drafting and assessing Terms of Reference (ToRs) and Requests for Proposals (RfPs) for auditing bodies;</td>
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<td>• Experience in drafting and assessing Terms of Reference (ToRs) and Requests for Proposals (RfPs) for auditing bodies;</td>
<td>• Knowledge of carbon markets, climate change policy, and the land use and forestry sector.</td>
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Skills / Competencies

- Excellent relationship management and communication skills, to deal with a range of internal and external stakeholders.
- Process orientation with strong analytical skills.
- Numerate and comfortable interpreting and evaluating quantitative and technical data, as well as strong computer/IT skills.
- Fluency in spoken and written English. Excellent and demonstrable written and verbal communication skills.
- Proven organisational, project and time management skills, with an ability to prioritise and juggle multiple assignments.
- Quality orientation with high level of accuracy.
- Ability to work cohesively as part of a diverse team but also independently.
- High levels of Emotional Intelligence and cultural literacy and ease operating in different socio-cultural contexts.
- Strong commitment to Plan Vivo’s organisational goals of finding pragmatic solutions for smallholder and community-based projects;

Skills / Competencies

- Proficiency in other languages, e.g. spoken and written Spanish, French, Swahili, Bahasa or other relevant language.

Application process

To apply for this position, please download, complete, and email the application form (available at https://www.planvivo.org/Listing/Category/career-opportunities), to info@planvivofoundation.org by no later than Friday 1st of July 2022.

PVF is an equal opportunity employer, and ensures positions are accessible to all, regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status.