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# **APPLICATION FORM:**

#  **CCNET COACH CERTIFICATION**

Please be aware that in addition to submitting your application form there is a cost to apply for conservation coach certification, which covers a review of your application. Certification is not guaranteed and will depend on approval by the review committee. Note that this application may take considerable time to fill out – especially for the most experienced and qualified applicants.

Once completed, please save the file with your last name at the end and send your form with a cover letter to John Morrison (john.morrison@wwfus.org).

***Name of Applicant:***

***Date of Application:***

***Current, Past Organisations:***

***E-mail address:***

1. **EXPERIENCE**
	1. ***Please list any Open Standards or Open Standards Coaches Training taken (can include Coaches Rallies) – please add rows as necessary:***

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| **Open Standards Training Taken** |
| **Date** | **Location** | **Training Course/Session** | **Trainers’ Names** |
|  |  |  |  |
|  |  |  |  |

* 1. ***Please list experience with the application of the Open Standards, where you applied all or some elements of the OS (can include coaching others) – please add rows as necessary:***

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| **Open Standards Experience**  |
| **Date** | **Organisation** | **Location** | **Project Programme Name****(including brief description of your role)** | **Project Attributes****(Biomes / themes)** |
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***1.3 Please list general conservation experience:***

***1.4 Please list any relevant special expertise (monitoring, facilitation, ecological knowledge, etc.):***

***1.5 List of at least 3 OS references (with emphasis on experienced coaches who have seen you at work as coach):***

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| **Open Standards References** |
| **Name (& email address)** | **Context** |
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1. **SELF ASSESSMENT**

**2*.1 Please fill out the self-assessment:***

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| **Self-Assessment Scoring Sheet (abbreviated skills)** |
|  | Understand (1 point) | Used Successfully (2 points) | Confident Using (3 points) |
| **Facilitation** |  |  |  |
| Demonstrates respect and sensitivity  |  |  |  |
| Maintains role as facilitator |  |  |  |
| Designs & facilitates simple to moderate planning efforts |  |  |  |
| Provides opportunities for all participants to be involved  |  |  |  |
| Understands the use of key probing questions |  |  |  |
| Quickly summarizes discussions and information |  |  |  |
| Provides and facilitates peer feedback  |  |  |  |
| **Conservation Knowledge** |  |  |  |
| Gives appropriate examples of other sites & projects  |  |  |  |
| Explains fundamental conservation biology principles  |  |  |  |
| Describes basic ecology of relevant major habitat types |  |  |  |
| Assists teams to identify specific aspects of climate change |  |  |  |
| Cites examples of major conservation strategy types |  |  |  |
| Describes purposes & limitations of conservation tools |  |  |  |
| **Open Standards** |  |  |  |
| Clearly explains steps & rationale of Open Standards (OS) |  |  |  |
| Tailors OS process to meet the needs of projects |  |  |  |
| Ensures projects have a well-defined scope and vision |  |  |  |
| Ensures definition of measurable goals for ecosystems |  |  |  |
| Ensures a prioritized ranking of direct threats |  |  |  |
| Critically evaluates conceptual models  |  |  |  |
| Coaches SMART viability & threat objectives  |  |  |  |
| Ensures a set of prioritized strategies  |  |  |  |
| Assists information management with Miradi or other |  |  |  |
| **Theory of Change** |  |  |  |
|  Explains rationale for clear theory of change |  |  |  |
|  Distinguishes results chain from flow chart |  |  |  |
|  Identifies key intermediate results |  |  |  |
|  Identifies key unspoken assumptions in strategies  |  |  |  |
|  **Monitoring and Adaptive Management** |  |  |  |
| Describes the purpose and value of monitoring  |  |  |  |
| Coaches development of concise list of indicators |  |  |  |
| Describes common monitoring methods  |  |  |  |
| Describes different levels of monitoring intensity  |  |  |  |
| Describes activity, result, & biodiversity outcome measures |  |  |  |
| Describes key components of good monitoring protocol |  |  |  |
| **Adaptive management & Reporting** |  |  |  |
| Ensures process for routine analysis of project progress, results and assumptions |  |  |  |
| Describes process and standards for analysis, lessons-learned and decision-making  |  |  |  |
| Describes standards & practices for information management & storage |  |  |  |
| Ensures compliance with various donor reporting requirements |  |  |  |
| Leads teams to analyze incoming project measures & adaptive planning  |  |  |  |
| **Operational Planning** |  |  |  |
| Describes rationale & components of the work plan  |  |  |  |
| Describes timeline development |  |  |  |
| Describes basic structure and framework of a budget |  |  |  |
| Describes general sources of funding/revenue |  |  |  |
| Describes how OS components fit into strategic plan  |  |  |  |
| **Meeting Planning** |  |  |  |
| Clarifies meeting purpose, participation, funding, support team roles |  |  |  |
| Prepares agenda that meets objectives and cares for participants |  |  |  |
| Ensures appropriate venue and equipment |  |  |  |
| Ensures event is meeting objectives or adjusted as necessary |  |  |  |
| **Digital Sharing & Collaboration** |  |  |  |
| Shares documented experiences & lessons with community of practice |  |  |  |
| Actively participates Open Standards community of practice  |  |  |  |
| Maintains a virtual coach profile on a CCNet website |  |  |  |
| Uses digital sharing & collaboration (WebEx, GoToMeeting, etc.) |  |  |  |
| **Human Well-being Targets & Ecosystem Services** |  |  |  |
| Describes human well-being targets & ecosystem services taxonomies |  |  |  |
| Assists to identify HWB targets, ES, & relation to conservation targets  |  |  |  |
| Assists to integrate standard HWB & ES with stakeholder terminology  |  |  |  |
| Assists to develop impact measures to assess HWB & ES |  |  |  |
| Advises on stakeholder engagement and participatory planning |  |  |  |
| **Thematic Projects and Programs** |  |  |  |
| Guides teams through designing non-placed based / thematic projects |  |  |  |
| Assists with appropriate conceptual models & results chains  |  |  |  |
| Ensures connections of project interventions & conservation targets  |  |  |  |
| Assists to design measures are appropriate to project thematic mandate |  |  |  |
| **Climate Change and Climate Adaptation** |  |  |  |
| Demonstrates understanding of causes & impacts of climate change |  |  |  |
| Demonstrates understanding of Open Standards climate guidance |  |  |  |
| Assists to identify existing applicable climate studies, modelling, analysis |  |  |  |
| Assists project teams to identify current and projected climate impacts |  |  |  |
| Assists to incorporate climate in conceptual models & threat ratings |  |  |  |
| Assists project teams to design climate-smart conservation strategies |  |  |  |
| **Bonus: Environmental and Social Safeguards** |  |  |  |
| Describes environmental & social safeguards & relevant donor policies  |  |  |  |
| Assists to identify any potential negative short- and long-term impacts |  |  |  |
| Assists with Environmental/Social Mitigation/Monitoring Plans (ESMPs)  |  |  |  |
| Assists to identify required assessments and consultations  |  |  |  |
| Assists to identify potential positive social outcomes  |  |  |  |
| Assists to integrate safeguards within project designs  |  |  |  |

* 1. ***Please describe any particular work product examples you would like to highlight:***
1. **CERTIFICATION COST (USD)**

To consider your application, CCNet will collect a fee through The Nature Conservancy, following this structure:

* **Developed Countries**: Application fee $300 (total) for three years, $150 (total) for three-year renewal.
* **Developing Countries/Areas:** Application fee $150 (total) for three years, $100 (total) for three-year renewal.

At renewal, applicants would need to show that they have made an effort to stay current with accepted practice (as identified in the self-assessment) and that they have been active as a coach.

**Payments can be made** [**here**](https://support.nature.org/site/Ticketing?view=Tickets&id=11925)**.**

1. **WHAT IS NEXT?**

You will get an e-mail acknowledging reception of your application and for reception of payment.

Once a full application form and payment have been received, the review committee will initiate reviews and will reach out in March-April 2021. Applicants can expect an announcement by approximately the end of May 2021.

If you have questions about the process, please contact CCNet's Global Coordinator, John Morrison (john.morrison@wwfus.org).