

**Terms of Reference  
for a  
Senior Programme Officer**

<b>Duty Station:</b>	<b>Podgorica, Montenegro, with international travels</b>
<b>Contract type:</b>	<b>Freelance type, e.g. through personal company (<i>contract to be made with MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med</i>)</b>
<b>Contract Duration:</b>	<b>One year, with possible annual renewal</b>
<b>Suggested Grade:</b>	<b>GWP-Med Senior Programme Officer, full time position</b>
<b>Reports to:</b>	<b>Head of the GWP-Med Office in Podgorica</b>

## **1. Background**

a. In implementation of the GWP Strategy 2020-2025 in the Mediterranean, GWP-Med main fields of action include:

- Water solutions for the Sustainable Development Goals
  - Water Governance & Financing, including Private Sector Participation
  - Water-Energy-Food-Ecosystems Nexus
  - Source-to-Sea, including IWRM/Integrated Coastal Zone Management/Integrated Groundwater Management
  - Non-Conventional Water Resources Management, including for Integrated Urban Water Management
  - Water-Employment-Migration
- Climate Resilience through Water
- Transboundary Water Cooperation

Furthermore, GWP-Med works on engaging the private sector; contributing to gender equality; mobilizing youth for water resources management.

b. The Global Environment Facility supported Full Size Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” (GEF Drin project) and the GEF supported Medium Size Project “Enabling transboundary cooperation and integrated water resources management in the White Drin and the extended Drin Basin” are part of this agenda. Albania, North Macedonia and Montenegro are the beneficiaries of the first project while Kosovo is the beneficiary of the latter. The two projects are implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Med; the latter is responsible for the realization of the projects, including hiring of Project staff. The projects are managed by a Project Coordination Unit (PCU), with staff in Tirana, Podgorica, Skopje, Pristina and Athens. **Given that the two Projects are jointly implemented, hereon they are referred to as ‘the GEF Drin Project’.**

The GEF Drin project provides the means for the implementation of the Memorandum of Understanding for the management of the Drin Basin (shared by Albania, Greece, Kosovo, Montenegro and North Macedonia) signed by the Drin Riparians on November 2011. The Drin Core Group (DCG) was established through the MoU to coordinate its implementation. Since 2011 the DCG has been acting as the *de facto* joint commission for the coordinated management of the Drin Basin. GWP-Med

is appointed through the Drin MoU as the Secretariat to the DCG providing technical and administrative support.

The GEF Drin project aims at fostering the joint management of the shared water resources of the Drin River Basin. This is achieved through: (i) building consensus among countries on key transboundary concerns and drivers of change, including climate variability and change, reached through joint fact finding; (ii) facilitating the agreement on a shared vision and on a program of priority actions deemed necessary to achieve the vision; (iii) strengthening technical and institutional capacities.

The Drin Transboundary Diagnostic Analysis (TDA) identified four transboundary problems. Pollution, disturbance of hydrologic and sediment transport and biodiversity degradation. Further to these, climate change is identified as an underlying transboundary problem influencing the magnitude and the effects of the rest. A Strategic Action Programme (SAP) was adopted by the DCG in the end of 2019 including agreed actions to address the root causes of the transboundary problems identified through the TDA. The SAP includes climate related actions.

Action is already undertaken to foster coordination among Riparians, donors and international organizations towards the implementation of the SAP, while a Partnership Conference will be organised at the end of the Project in this regard.

Montenegro has requested GWP's technical assistance for utilizing financing opportunities in implementing Climate Change related SAP activities. In that regard, a GCF Readiness Project proposal as well as area-focused project proposals aimed to GCF and other possible sources, are under preparation in close collaboration with the Montenegro authorities.

#### **Duties and responsibilities**

The Senior Program Officer (SPO) will be part of the GWP-Med Office in Podgorica. Her/His primary task will be to provide management, technical and administrative input for (i) implementation of the GEF Drin Project,; (ii) implementation of the GEF Drin Project activities in the country that the SPO is based at; (iii) supporting the creation of conditions and enabling -to the extent possible- support from Developmental Partners/Donors and sources (including UN, EU, GCF, international and bilateral donors, IFIs, the private sector etc.) for the implementation of activities included in the Drin Strategic Action Program. To enable the latter, the SPO will work under the Transboundary, Nexus, Sources to Sea team and agenda and provide support to the Climate team and agenda (this point forward the two agendas as "programmes"). The SPO will ensure effective communication with the ministries, the national institutions and other stakeholders in the country that she/he is based at.

The SPO will work under the direct supervision of the Head of the GWP-Med Office in Podgorica

In this framework the SPO:

- Supports the operational and financial planning processes, the preparation of project work-plans, and contributes to the preparation of progress reports.
- Plans and monitors implementation of project activities that is responsible for (agreed with her/his line manager) and assists in monitoring budgets and financial expenditures and prepare draft budget revisions and working budgets.
- Provides technical input for the implementation and documentation of activities, directly within her/his technical expertise as per emerging needs. Technical input includes: drafting and editing, coordinating the layout of technical reports and studies, collection and synthesis of background information etc.

- Plans, prepares, organises and follows up meetings with institutions, stakeholders and developmental partners. Prepares agendas, background material, minutes and organizes follow up actions.
- Undertakes organization of and assist in logistical organization of meetings, trainings and workshops.
- Advises all project counterparts and consultants on applicable administrative procedures and ensure their proper implementation receiving guidance from the Finance & Administration Department.
- Assists international and national experts with personnel matters relevant to the performance of official duties. The SPO will also supervise keeping records of time and attendance of international and national experts and any other administrative functions as required.
- Identifies appropriate development partners or group of partners (among the UN, EU, international and bilateral donors, IFIs, the private sector, etc) to support the implementation of the SAP . Identifies SAP actions that specific partners or group of partners could support. In this regard analyses the strategic priorities of each identified partner as well as the replenishment and decision-making responsibilities and cycle.
- Prepares project concepts and documents for the implementation of the SAP with emphasis on Climate Change, including utilizing funding opportunities by international climate financing instruments.
- In the framework of the above, she/he facilitates liaising with the necessary institutions and stakeholders, inputs of government agencies, partner organizations, scientific and research institutes, subcontractors, and national and international experts in a timely and effective manner.
- Plans and manages the execution of activities for the implementation of the above, including related financial expenditures, under the supervision of her/his line manager and in coordination and guidance from GWP-Med Finance & Administration department.
- Supports as necessary the recruitment / mobilization and operations of qualified national and international external experts and organizations as needed to provide specific consultancy services. In this regard, defines the technical responsibilities and deliverables expected from national and international consultants and service providers and elaborate them in comprehensive Terms of Reference.
- Supports the line manager/Provide oversight and guidance to international and national consultants recruited to implement activities, develop deliverables etc. The SPO ensures that the outputs are of the optimum possible quality. Ensures, for the activities she/he manages, that national and international consultants prepare adequate work plans, prepare their deliverables in accordance with the ToR, etc.
- Provide input for the implementation of the communication strategy of the GWP-Med under the guidance of the Communications team of GWP-Med for the activities being responsible for; assist in preparation of the communication materials (for the media, donors, web site etc.) and liaise with the media in order to improve visibility of the GWP-Med and its actions in Montenegro.
- Assists in administrative arrangements for the GWP Med office in Podgorica as per needs.
- Performs other pertinent duties as required for enabling the achievement of the overall strategic goals of GWP-Med.
- Be prepared to make national or international travels according to the project needs.
- Be present in the GWP-Med Local office in Podgorica during working days and hours.
- Be engaged in the implementation of events (workshops, roundtables etc.).

### 3. Qualifications

***Academic Qualifications/Education required***

An advanced university degree, masters or equivalent, in environmental management, integrated water resources management, hydrology, biology or a natural resources related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

***Experience******Required***

- As least 7 years of professional experience.
- At least 5 years of work experience in international developmental work using any/all of the following international waters resources management, basin management, stakeholders' consultation, dialogues and engagement.
- Experience in project management.

***Desired***

- Working experience in/with:
  - Projects development;
  - Developmental Partners active in the Mediterranean;
  - European Union;
  - Green Climate Fund.

***Other Qualifications***

- Good understanding of the socio-economic and political background in South East Europe.
- Working experience in the basin the project focuses on.

***Language skills required***

- English is the working language for this post, therefore excellent oral and written communication skills in English are required. Knowledge of French and Montenegrin or Serbian or Croatian will be an asset.

**4. Competencies****Corporate competencies**

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, integrity, transparency and non-discrimination and follows the organisation's ethos.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Functional competencies**

- Strong technical and managerial skills for substantive project implementation.
- Strong analytical, writing, reporting and presenting abilities.
- Strong interpersonal skills, communication skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.