

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

Duty Station:	Athens, Greece, with international travel
Contract Duration:	One year, with possible annual renewal (<i>contract to be made with MIO-ECSD, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med</i>)
Suggested Grade:	GWP-Med Senior Programme Officer, full time position
Reports to:	Drin Project Coordinator (PC)/ GWP-Med Deputy Regional Coordinator (DRC) on Partnerships

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.

2. Duties and responsibilities

The Senior Programme Officer (SPO) primary task will be to provide management, technical and any other substantial input for:

- (i) the implementation of the GEF Drin Project
- (ii) creating the conditions and enabling and -to the extent possible- secure support from all Developmental Partners/Donors and sources (including UN, EU, international and bilateral donors, IFIs, the private sector) for the implementation of activities included in the Drin Strategic Action Program.

The SPO will work under the direct supervision of the Project Coordinator / GWP-Med Deputy Regional Coordinator (DRC) on Partnerships. The SPO will work to enable the Developmental Partners/Donors engaging pledges in support of the implementation of the Drin SAP by the Partnership Conference (end 2020); in this regard, the SPO will be substantially involved in the organisation of the Partnership Conference in terms of content.

The SPO will also provide support for the implementation of activities within the GWP-Med portfolio in fields related to her/his expertise as necessary and requested by the DRC.

The position requires hands-on experience on project management or fundraising by developmental partners/donors, multi-tasking abilities, delivery capacity, diplomatic skills, and attention to detail and timelines. Functions to be serviced require ability to analyse, design, implement, monitor, report and follow-up multi-level political and technical processes and activities, in a proactive manner and, ability to prioritize and work under pressure.

In this framework the SPO:

- Identifies appropriate 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.

- Plans, prepares, organises and follows up missions and meetings with institutions, stakeholders and development/donor partners. Prepares agendas, background material, minutes and organizes follow up actions.
- Develops project ideas and performs related fund raising towards the implementation of the Drin SAP in line with the strategic goals of GWP-Med. Coordinate the preparation of / prepare project concepts and documents.
- In the framework of the above, she/he facilitates liaising with the necessary institutions and stakeholders, for the activities she/he coordinates, 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 the DRC and in coordination and guidance from GWP-Med Finance & Administration department.
- Handles the recruitment / mobilization and provides oversight and guidance 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 elaborates them in comprehensive Terms of Reference and ensures that the outputs are of the optimum possible quality.
- Supports the PC/DRC in overseeing and monitoring activities implemented under the Drin Project.
- Supports the provision of technical and administrative support to the Drin Core Group and its Expert Working Groups; in this regard support the preparation of agendas, reports and workplans and follow up activities.
- Supports the preparation of Project annual and quarterly workplans and reports in coordination with the PC/DRC.
- Handles administrative arrangements and needs as required for the execution of activities she/he is responsible for.
- Informs consultants and, if necessary, partners on applicable administrative procedures and ensure their proper implementation receiving guidance from the Finance & Administration Department.
- Ensures cooperation/coordination and good working relations with national institutions and organizations as well with developmental partners for implementing activities as well as for enabling the achievement of the overall strategic goals of GWP-Med.
- Provide technical input for the implementation and documentation of programme activities directly within her/his technical expertise as per emerging needs. Technical input includes (the list is not exhaustive): technical reports, studies or part of studies, collection and synthesis of background information, stakeholders and institutional mapping and analysis etc.
- Perform other pertinent duties as required.
- Be prepared to make national or international travels according to the project needs.
- Cooperates closely in the framework of the above with the GWP-Med communications team.

3. Qualifications

Academic Qualifications/Education required

An advanced university degree, masters or equivalent, in international studies, environmental management, integrated water resources management, political science, natural resources management or a 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 6 years of proven work experience in project development, fundraising and implementation.
- Experience in international developmental fields including any/all of the following: international waters resources management, management of water bodies, transboundary cooperation, water-energy-food-ecosystems Nexus, stakeholders' consultation, dialogues and engagement.
- Working experience with Developmental Partners active in the Mediterranean.

Desired

- Working experience in/with:
 - Project management;
 - European Union.

Other Qualifications

- Good understanding of the socio-economic and political background in the Mediterranean including 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 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.
- Demonstrated diplomatic and negotiating skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.