

**Terms of Reference
for a
Programme Officer**

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| Duty Station: | Podgorica, Montenegro |
| 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 Programme Officer, full time position |
| Remuneration Level: | Starting from 21,600 Euros annually including all taxes and social security charges; the actual remuneration level will be formulated based on the qualification and experience of the expert to be hired. |

Background

The Global Water Partnership – Mediterranean (GWP-Med) is active in South East Europe working on a number of fields such as transboundary water resources management, integrated water resources and coastal management, water-energy-food- ecosystems Nexus etc.

In this framework, GWP-Med implements several projects, including the following:

- The MAVA financed “Buna Delta Protection” Project, implemented by IUCN (coordinator), GWP-Med, Tur de Valat and PAP/RAC has as a goal to ensure the long-term conservation of species and habitats in the Buna River Velipoje Protected Landscape (BRVPL), with particular emphasis on halting or significantly reducing unsustainable development and water abstraction. In order to address these threats by 2022, a multifaceted action plan including knowledge and awareness, capacity development and site-based measures, as well as improved governance for the site, will be implemented. Among the objectives is to link local economic activities with preserved coastal and wetland habitats.

The project will be implemented through the following three strategies:

- 1: Increase the knowledge base and awareness on ecosystem services and values, integrated coastal wetland management, and sustainable land use practices.
- 2: Improve the management of the BRVPL pilot site by applying innovative conservation programmes and creating business models and incentives for the local communities.
- 3: Enable a multi-stakeholder governance and transboundary mechanism to address the key threats and support knowledge transfer and joint planning.

GWP-Med contribute in the implementation of these strategies either by being responsible for or by contributing in the implementation of activities. The Project duration is 2018-2020.

- The Global Environment Facility (GEF) supported Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” aiming at fostering the joint management of the shared water resources of the Drin River Basin (shared by Albania, FYR Macedonia, Greece, Kosovo and Montenegro) including coordination mechanisms among the various sub-basin commissions and committees (Lakes Prespa, Ohrid and Skadar). Albania, the former Yugoslav Republic of Macedonia, Kosovo and Montenegro are the Project beneficiaries.

The means to achieve the aim mentioned above, are the following: (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 Project is implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med); the latter is responsible for the realization of the Project. The Project will run until the end of 2020.

Duties and responsibilities of the Programme Officer

The Programme Officer (PO) will work, under the direct supervision of the GWP-Med Deputy Regional Coordinator (DRC) on Partnerships and Theme Leader for related GWP-Med Themes (Transboundary, Nexus, Source-to-Sea), with primary task to provide management, technical, administrative and any other substantial input for the implementation of the activities that GWP-Med will implement as described in the “Buna Delta Protection” Project document. The PO 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, including under the GEF Drin Project.

The PO will have the following specific duties:

Management

- Prepare Project annual and quarterly work-plans and report, annual and quarterly budgets, in coordination with the DRC and with guidance on financial aspects from GWP-Med Finance.
- Be responsible for and manage the implementation of Project workplan and activities, budgets and financial expenditures, under the supervision of the RDC and in coordination and guidance from GWP-Med Finance.
- Oversee and coordinate consultants that may be hired for the implementation of Project activities, in a way that it is ensured that objectives are met and envisaged outcomes and outputs are delivered as described in the Project Document.
- Prepare the necessary documentation for the procurement of services and goods in collaboration with GWP-Med Finance and follow up all necessary actions for the successful delivery of these procurements
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the Project activities and prepare minutes from these meetings.
- Undertake and/or coordinate logistical organization of Project meetings, training and workshops.
- Handle administrative arrangements and needs as required for the implementation of the Project.
- Inform consultants and, if necessary, partners on applicable administrative procedures and ensure their proper implementation.
- Assist in the proper use and maintenance of office hardware including computers, copiers, etc. Maintain over the Project’s equipment inventory.
- Assist the Project Coordinator of the Drin Project to perform the above in the case of the Drin Project as per emerging needs. Coordinate in this regard with the Drin Project Officers.
- Ensure coordination with the Project Partners towards successful implementation of the Project activities.
- Ensure cooperation/coordination and good working relations with National Institutions and Organizations as well with Developmental Partners for implementing the Project as well as for enabling the achievement of the overall strategic goals of GWP-Med.

- Cooperate with the Communications Team of GWP-Med, including by providing input/feedback related to her/his work agenda.
- Develop project ideas and perform related fund raising towards the achievement of the strategic goals of GWP-Med in South East Europe.
- Perform other pertinent duties as required.

Technical/Substantive Input

- Provide technical input for the implementation and documentation of Project activities directly within her/his technical expertise. 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.
- Provide oversight and guidance to international and national consultants recruited to implement activities, develop deliverables etc. The PO will ensure that the outputs is of the optimum possible quality. Ensure, for the activities she/he manages, that national and international consultants prepare adequate work plans, prepare their deliverables in accordance with the ToR, etc.
- Coordinate and facilitate 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.
- Handle the recruitment / mobilization of qualified national and international external experts and organizations as needed to provide specific consultancy services; in this regard define the technical responsibilities and deliverables expected from national and international consultants and service providers and elaborate them in comprehensive Terms of Reference.
- Provide overall technical input to use for the GWP-Med and/or Project's web-site and communication, seeking and incorporating data and information from project activities.
- Assist the Project Coordinator of the Drin Project to perform the above as per emerging needs. Coordinate in this regard with the Drin Project Officers.
- Provide technical expertise positioned directly within her/his technical expertise for the implementation of activities of GWP-Med in the Mediterranean as per emerging needs.

Other

- Be prepared to make national or international travels according to the project needs.

Qualifications

Academic Qualifications/Education required

An advanced university degree, masters or equivalent, in biology, environmental management, integrated water 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 5 years of work experience in fields related to the project including, biodiversity, and protected area management, basin management, stakeholders' consultation, dialogues and engagement.
- Experience in project implementation.

Desired

- Working experience in the all or some of the following fields:
 - habitat/ecosystem protection and restoration;
 - sustainable use of resources and ecosystem services;
 - flood risk management.

Other Qualifications

- Very good understanding of the socio-economic and political background in the area.
- 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 one of the languages of the beneficiary countries is considered an asset.