

## Terms of Reference for a Senior Programme Officer

<b>Job title:</b>	<b>Senior Programme Officer</b>
<b>Reports to:</b>	<b>Deputy Regional Coordinator/ Theme Leader on Transboundary water resources management, WEF Nexus, and Environment</b>
<b>Duty station:</b>	<b>Athens/place of residence, with international travel</b>
<b>Contract duration:</b>	<b>One year, renewable</b>

### 1. Scope of the position:

Reflecting priorities of the [GWP Strategy 2025](#), thematic agendas addressed by the Global Water Partnership-Mediterranean (GWP-Med) include, but are not limited to:

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

Furthermore, GWP-Med addresses three cross-themes areas:

- Engaging private sector;
- Contributing to gender equality;
- Mobilizing youth for water security.

### **GWP-Med is seeking to recruit a (Senior) Programme Officer (SPO) that will:**

1. Contribute to meeting objectives and outputs of the following GEF projects executed by GWP-Med within the
  - a. GEF UN Env/MAP Med Programme.
  - i. “Mediterranean Coastal Zones: Managing the Water-Energy-Food and Ecosystems Nexus” financed by GEF, implemented by UN Environment and executed by UN Environment/MAP and GWP Med.
    - Output 1.1 – “Regional Dialogue and Capacity Building on Nexus assessment and approach”: Contribute to actions and needs related to North Africa countries being part of the Output’s implementation team.
    - Output 2.1 – “New, or existing inter-institutional bodies convening and steering the development of Nexus Assessments and strategic documents”; Output 2.2 – “Water-energy-food-ecosystems Nexus Assessments and multi-stakeholders consultation dialogues in priority coastal Areas”; and, “Output 2.3: Nexus strategies/action plans for priority coastal areas, possibly as part of other strategic documents for coastal areas”: be responsible for the implementation of project Activities in the Tangiers-Tetouan region in Morocco.
    - Output 3.1 – “Nexus demonstration activities”
      - Activity 3.1.1. *“Identification of traditional or novel Nexus solutions”* and 3.1.2. *“Assessment of replication potential and feasibility of already applied Nexus solutions”*:

- Activity 3.1.3. *“Testing of novel applications and assessment of their replication potential and feasibility”*

Contribute to the activities as necessary being part of the Output’s implementation team.

- Output 4.1 – “Identified interventions, including potential sources of funding” be responsible for the implementation of activities related to the identification and if possible securing financing for the activities to be planned under the Project.
  - Output 5.1 -“A Stakeholders Engagement Strategy (SEG) coherent with the MedProgramme Gender Mainstreaming and Knowledge Management Strategies”: lead the implementation of activities.
- ii. “Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection” implemented by UN Environment and executed by UN Environment/MAP (leading executing Agency), UNESCO IHP, PAP/RAC, Plan Blue, GWP-Med.
- Output 1.2 – “Inter-Ministerial Coordination mechanisms for coastal management in place”; and, Output 1.3 – “2 National ICZM Strategies (Egypt and Lebanon)/ 2 ICZM Plans developed and submitted for adoption (Montenegro and Morocco) 1 Integrated Management Plan prepared according to the IMF (Damour, Lebanon)”: be responsible for the implementation of project Activities in the Tangiers-Tetouan region in Morocco.
- b. GEF/UNDP/GWP Project “Implementing the Strategic Action Programme of the Drin Basin to strengthen transboundary cooperation and enable integrated natural resources management”
- i. A PPG phase commences in January 2022. The objective of the GEF PPG is to develop the project concept into a full project. The draft project should be ready and submitted to UNDP by 10 October 2022. Building on the initial identification of stakeholders in the PIF, and the Stakeholders Analysis that took place in the first phase of the GEF Drin Project an appropriately-scaled analysis of project stakeholders will be undertaken in the framework of the PPG phase. This stakeholder analysis will provide the foundation for development of the project’s Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#). The Senior Programme Officer will be responsible for the development of the Stakeholders Analysis and the Stakeholders Engagement Plan.
2. Be a member of the GWP Transboundary water cooperation Theme team contributing to the implementation of its annual workplan especially in the enhancement of cooperation in transboundary basins and aquifers through related advice to the Regional Water Partnerships including for the development of projects to be submitted for financing to the GEF, Adaptation Fund, GCF etc.
3. Contribute to further developing GWP-Med agendas on WEFE Nexus, Transboundary, and Source-to-Sea by actively exploring opportunities to build on the results of the outputs described above, thus maximizing results for the beneficiary countries and mobilizing co-financing for the GEF Projects and the thematic agendas.

The SPO will:

- report to the Deputy Regional Coordinator/ Theme Leader on Transboundary water resources management, WEFE Nexus and Environment for the needs of the GEF supported projects and the related thematic agendas.
- be part of the GWP Transboundary waters cooperation team and the GWP-Med

Operations Department, collaborating closely with other GWP-Med theme leaders and project managers as necessary to perform the duties and responsibilities described herewith.

- collaborate closely with the GWP-Med Finance & Administration and Communications Departments on respective matters.
- work closely with and represent, as delegated, GWP-Med to authorities, donors and partners.
- manage external experts and contractors, according to work agendas and related projects.
- possibly manage future GWP-Med staff members, according to needs.

The position requires multi-tasking abilities, managerial and 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.

The ideal candidate would be someone who enjoys shaping, managing and delivering, taking on accountability and pro-actively moving agendas.

Knowledge of MENA, Euro-Mediterranean Cooperation and political, policy and technical agendas on Integrated Water Resources Management (IWRM) and Climate Resilience are important. Depending on the evolving work agenda and related resource availability, the post could provide the nucleus of a multi-staff team. Duties include national and international travel (upon conditions allowing).

## 2. Duties and responsibilities

The SPO would be responsible for the day-to-day management of the delegated portfolio and delivery of its outputs, assisted by other staff members as relevant, and managing external experts and contractors. Her/His work should ensure that action lines produce aimed results, to the required standard of quality, within the specified timeframe and budget.

More specifically, under the supervision of the DRC, the SPO:

- Participates in the planning of implementation of the GEF Projects aiming to succeed the stated -in the project documents- results in line with the respective Project Results Framework.
- Plans and manages overall implementation and budget of activities that is responsible for; for this reason, prepares related workplans, budgets and procurement plans.
- Plans and manages related financial expenditures with guidance from GWP-Med Finance & Administration Department, proposes adaptive actions and applies related decisions.
- Coordinates/contributes to the timely recruitment, mobilization and operation of qualified national and international external experts, companies and organizations providing specific consultancy services for the implementation of the project activities the SPO is responsible for. 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.
- Coordinates/contributes oversight and guidance to national and international external experts, companies and organizations recruited to implement activities, develop deliverables etc. The SPO performs quality control and signs-off the deliverables using the related GWP-Med processes. In this regard, the SPO ensures, for the activities s/he manages, that national and international consultants prepare adequate work plans, prepare their deliverables in accordance with the ToR, etc.

- Provides technical input for the implementation and documentation of activities directly within her/his technical expertise. Technical input includes (the list is not exhaustive) drafting/editing/proof reading of technical and policy material, studies or part of studies, collection and synthesis of background information, stakeholders and institutional mapping and analysis, etc.
- Handles administrative arrangements and needs as required for the execution of project activities s/he is assigned, including related to tendering, contracting, etc. in close collaboration with the GWP-Med Finance & Administration Department. Undertakes related contract management monitoring and evaluation of assigned activities and projects.
- Prepares quarterly managerial reports of assigned projects and project activity lines, also as contributions to the organisation's annual reporting.
- Coordinates with project and institutional partners for continued update on field activities, challenges and results.
- Provide input for the development and assist in the implementation of the projects' communication strategy under the guidance of the GWP-Med Communications Department; contribute 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. Assists outreach activities, including presentation in public for and provides input for project communication activities.
- Leads and/or supports the organisation, including logistics, of workshops and events. Provides technical lead/support for their preparation, including the agenda, supporting background documents, and the subsequent reports. Facilitates discussions during consultation meetings and events.
- Advises all project counterparts and consultants on applicable administrative procedures and ensure their proper implementation receiving guidance from the Finance & Administration Department.
- Identifies, liaises with and engages with donors and international financial institutions contributing to GWP-Med fundraising.
- Liaises with and ensures strategic and operational partnerships with relevant stakeholders, including by representing the organisation, as delegated.
- In the framework of the above, s/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.
- Contributes to GWP-Med knowledge management objectives and outputs.
- Cooperates closely with other cross-cutting functions and themes, to provide input and content.
- Makes local and international travels as per the agenda needs.

Furthermore, the SPO:

- contributes in global and inter-regional GWP agendas,
- possibly manages future GWP-Med staff members, as delegated according to development of the work agenda.
- undertakes any other action delegated by the DRC for effective delivery of GWP-Med objectives and within GWP-Med rules and procedures.

### 3. 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.
- Committed to the Vision and Mission of GWP.

#### *Functional competencies*

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

## **4. Qualifications**

### Required

- University degree (Masters or equivalent) in one of the following areas: Environment; Engineering; Water Resources Management; Sustainable Development; International Relations or any related field.
- At least 10 years of proven professional experience, including at least 5 years of work experience in project management of natural resources and/or basin and/or water resources management related projects; stakeholders' consultation and engagement.
- At least 3 years of working experience in the field of the Water-Energy-Food-Ecosystems Nexus approach OR on integrated management of water with other sectors.
- At least 3 years of work experience with international and/or regional organisations.
- Excellent oral and written communication skills in English and French.
- Able for international travelling.

### Desired

- Understanding of the MENA, Euro-Mediterranean political background.
- Working experience in a transboundary context.
- Understanding of the financial needs and aspects for implementing international processes, notwithstanding SDGs and Paris Agreement.