

Terms of Reference for a Senior Programme Officer - Project Manager

In the framework of the Project “Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of Nexus approach” supported by the Austrian Development Agency and implemented by Global Water Partnership - Mediterranean

Duty Station: Athens, Greece OR Podgorica, Montenegro - To be defined together with the successful applicant
Duration: Three years, annually renewable
Suggested Grade: Senior Programme Officer
Application Deadline: 3 March 2017

Background

Advancing the Water-Energy-Food-Ecosystems Nexus¹ (Nexus) approach in Southeastern Europe is one of the *key strategic actions* of the dimension Environment of the regional growth strategy entitled “SEE 2020 – Jobs and Prosperity in European Perspective” (SEE2020 - <http://www.rcc.int/files/user/docs/reports/SEE2020-Strategy.pdf>) developed under the Regional Cooperation Council (RCC): “to identify steps and measures necessary for advancing the Water, Energy and Food nexus approach at national and trans-boundary levels and investigate opportunities of launching a political process under the RCC for the enhancement of cooperation in the SEE in the field of TWRM”.

Serving the SEE2020, the Project’s **purpose** is to introduce the Water, Energy, Food and Ecosystems Nexus approach and catalyse action for its adoption and implementation in the SEE2020 area, at the national and transboundary basin levels. Doing so, the Project will also enable the identification of nexus related issues to be addressed with priority in the geographical areas that its activities will focus on, and create the conditions for financing actions to address four of these issues.

Further, the Project is designed to foster the achievement of the following Nexus and Transboundary Water Management (TWM) *objectives* under the Dimension “Environment” of the SEE 2020:

- 'Advance Water, Energy and Food Nexus approach at national and transboundary levels and investigate opportunities of launching a political process under the RCC for the enhancement of cooperation in the SEE in the field of TWM;
- Commencement of the Regional Integral Water Management Framework Agreement.

The **overall objective** is to enhance integrated natural resources management and transboundary cooperation in this regard, as means towards sustainable development in the SEE2020 area.

¹ The Water-Energy-Food-Ecosystems Nexus (Nexus) approach has been introduced in the natural resources management agenda to facilitate the enhancement of water, energy and food security, while preserving ecosystems and their functions, and increasing climate resilience, by reducing trade-offs, shifting towards more sustainable consumption patterns and improving demand management, building synergies and improving governance across sectors. A Nexus approach supports the transition to a Green Economy, which aims, among others, at resource use efficiency, greater policy coherence including towards GHG emission reductions and adaptation resilience.

The **strategy** of the Project to achieve the expected results is to introduce the Nexus approach to the ministries responsible for and the stakeholders related to the nexus sectors, facilitate action for its adoption and identify those interventions that will enable water, food, and energy security without jeopardising the well-being of the ecosystems.

The Project will focus its activities in one country and two transboundary basins, both to be identified during the inception period.

The inception period last 6 months until 30 April 2017. The duration of the project is 3 years and 6 months i.e. until 30 October 2020.

The **Global Water Partnership-Mediterranean (GWP-MED-Med)** is responsible for the overall coordination and management of the Project. The Project will be implemented in cooperation with UNECE and REC.

Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence), Montenegro and Serbia are the Project beneficiaries.

More information about the Project can be found in the Information Note accompanying the ToR.

The Project team will comprise of a Project Coordinator having overall responsibility for the Project implementation (located in Athens), a Project Manager (PM) having responsibility for the day-by-day Project management (located in Athens or Podgorica – to be decided with the selected candidate) and one Project Officer (located in Podgorica). The Project Team will be supported by Administrative and Financial staff (located in Athens). The Project will be governed by a Steering Committee (SC) with representatives of the beneficiary countries.

The Project is part of the overall GWP-Med Programme on Water-Energy-Food-Environment Nexus in the Mediterranean.

1. Duties and responsibilities of the Senior Programme Officer - Project Manager

The Project Manager (PM) shall, under the supervision of the Project Coordinator (PC), be responsible for the day to day implementation of the Project activities and the delivery of the outputs, including to manage Project staff, consultants and sub-contractors. Her/His work will ensure that the Project produces the specified results, to the required standard of quality, within the specified timeframe and budget as indicated in the Project document. She/he will report to the PC. She/he shall consult and coordinate with, as necessary, the senior representatives of partner institutions.

More specifically:

Management

- Under the coordination of the PC, manage the Project in accordance to the Project Document, the contained therein Logframe Matrix and its Annexes.
- Assure quality of the project services and outputs.
- Prepare annual work plans and budgets and manage activities, and monitoring spending using guidance from the PC and the Steering Committee. The work plans will provide guidance on the day-to-day implementation of the project noting the need for overall coordination with

other projects and the various donor funded parallel initiatives. Ensure adherence to the project's workplans, and budget assist in the preparation of revisions of the workplans and budget to be submitted to the Steering Committee (SC) for approval, as required.

- Monitor progress towards achievement of project objectives and budget implementation and results in line with the Monitoring Plan, propose adaptive actions to the PC, and apply the resulting insights to the project's ongoing work in coordination with the PC.
- Prepare Project reports, budgets, as well as any other reports requested by the PC and the SC.
- Ensure coordination with project partners and provide managerial guidance for the preparation of the outputs for which the partners are responsible. Oversee compliance of their work with the project annual workplans, budget, Logframe matrix and Monitoring Plan.
- Supervise the work of staff, consultants and subcontractors.
- Arrange for the timely recruitment and procurement of quality services and equipment and for implementation of project activities in accord with GWP-Med rules, regulation and standards. Coordinate/contribute in the procurement of services and goods, including through the preparation of ToR, contracts etc.
- Assume overall responsibility for the proper handling of logistics related to project workshops and events.
- Contribute in meeting the financial delivery targets set out in the project annual work plans and assist in the reporting on project funds and related record keeping.
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the project.
- Liaise with and ensure strategic partnerships with the responsible Institutions of the beneficiaries at the national and sub-national levels and coordinate with them for the implementation of the Project and the achievement of the expected results.
- Identify, liaise with and engage donors and international financial institutions that will contribute in the effort of the Project for the identification and financing of investments to address Nexus related issues of priority.
- Make local and international travels per project needs.
- Assist in identifying funding sources for the replication of activities in additional areas than these that the Project focuses on, ultimately aiming at expansion of activities.

Technical Input

- Provide technical input to Project implementation based upon professional background and experience.
- Provide technical guidance to Project partners for the preparation of the outputs for which they are responsible for.
- Coordinate and/or contribute in the preparation of reports of activities, including and Policy Dialogues reports.
- Facilitate discussions during consultation meetings.
- Provide specific technical input on the implementation and documentation of project activities directly within her/his technical area including editing and/or drafting and/or proof reading of technical reports and studies in the fields related to the Nexus approach i.e. water resources, agriculture, energy and environment, stakeholders involvement etc. and provide oversight and technical guidance to international and national consultants recruited to undertake/support the implementation of project activities.
- Develop Terms of References for consultants and sub-contractors.

- Interact on a technical and substantive level with the members of the Steering Committee, to maximize sustainability of project outcomes. Provide technical support for the preparation of the SC meetings including preparation of agenda, supporting background documents, and reports.
- Assisted by related communications' staff, be responsible for the maintenance of the project web-site, seeking and incorporating data and information from all project partners.
- Represent, as necessary, the project at the Steering Committee meetings, technical meetings and other appropriate fora at regional and international levels substituting the PC.
- Undertake any other actions related to the project as requested by the PC.
- Assist/contribute, as needed, in the further development of related GWP-Med thematic agendas.

2. 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, transparency and non-discrimination.
- 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 interpersonal skills, communication skills, ability to lead a team.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.
- Strong analytical, writing, reporting and presenting abilities.
- Demonstrated diplomatic and negotiating skills.
- Must be able to demonstrate ability to make significant technical and management contributions to project implementation.

4. Qualifications

Academic Qualifications/Education required

- University and Post-graduate degree (Masters or equivalent) in environmental management, water resources management, energy or a directly related field, e.g. integrated water resources management, natural resources management, biology, agricultural engineer etc.

Experience

Required

- As least 10 years of professional experience, including experience at a Senior Programme management level.
- At least 7 years of work experience in fields related to the assignment, including water resources management at basin level and transboundary water resources management; stakeholders' consultation, dialogues and engagement and; institutional capacity building.

Desired

- Working experience in the field of Nexus approach or on integrated planning of water with other sectors including energy, food or environment.
- Working experience with energy or agriculture related issues.
- Working experience in the field of development of basin management plans or in the field energy.
- Knowledge of the Regional Cooperation Council institutional setting and operations including in relation to the SEE2020 strategy.
- Very good understanding of the socio-economic and political background in South East Europe.
- Working experience with the project national institutions and stakeholders.

Language skills required

- English is the working language for this assignment, 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.