



ENVIRONMENTAL PROTECTION AGENCY

4TH Street, Sinkor
Tubman Blvd, Monrovia - Liberia



GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PRO.

PROJECT MANAGER Terms of Reference

Project Title: Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

Job Title	CCCD Project Manager
Division/Department	National Climate Change Secretariat/NCCS Environmental Protection Agency/EPA
Programme/Project Number	GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)
Location	Monrovia, Liberia
Reports to	: National Project Director Executive Director, EPA

BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) obtained funding from the Global Environmental Facility (GEF) to support the Cross-Cutting Capacity Development (CCCD) Project for Liberia. The project will support the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project has four components:

1. Integrated Environmental Knowledge Management System (EKMS)
2. Enhanced institutional and technical capacities for mainstreaming
3. Improving awareness of global environmental values
4. Updating the National Capacity Self-Assessment (NCSA)

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **Project Manager-Local Consultant**, who will administer the daily affairs of the project and lead efforts in the project implementation. This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To this end, the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global

environmental outcomes within the framework of sustainable development priorities. The project will be carried out via four linked components. **Component 1:** calls for the establishment of an integrated Environmental Knowledge Management System to meet global environment and sustainable development priorities, **Component 2:** focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions, **Component 3:** works to improved environmental attitudes and values for the global environment, and **Component 4:** is the updating of the National Capacity Self-Assessment (NCSA). The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery. As a National Implementation Modality (NIM) project, its management team will be seated at the EPA.

Terms of Reference for the CCCD Project Manager

Under general supervision of the Executive Director of the EPA, as Project National Director, the CCCD **Project Manager** duties and responsibilities include:

DUTIES/RESPONSIBILITIES

Overall responsibilities:

1. The **Project Manager** will run the project on a day-to-day basis on behalf of the EPA as the project's Implementing Entity and the Project Steering Committee (PSC).
2. In consultation with stakeholders, recommend modifications to project management to maintain project's cost-effectiveness, timeliness, and quality project deliverables (adaptive collaborative management) to be approved by the Project Steering Committee (PSC).
3. Prepare all required progress and management reports, e.g., APR/PIR and project initiation report
4. Support all meetings of the Project Steering Committee (PSC).
5. Maintain effective communication with project partners and stakeholders to dissemination of project results, as well as to facilitate input from stakeholder representatives as project partners
6. Support the independent terminal evaluation
7. Ensure full compliance with the UNDP and GEF branding policy

Specifically His/her main duties and responsibilities will be as follow:

Overall project management:

- Manage the realization of project outputs through activities according to the approved project document and work plan
- Provide direction and guidance to project team(s)/ responsible party (ies)
- Liaise with the Project Steering Committee (PSC) to assure the overall direction and integrity
- Identify and obtain any support and advice required for the management, planning and control of the project
- Responsible for the project administration
- Liaise with any suppliers on issues of the project
- Submit monthly and quarterly reports on the activities of the project implementation
- Plan the activities of the project and monitor progress against the initial quality criteria
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required

- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures)
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports
- Develop Annual Work Plans (AWPs) based on the multi-year work plan included in Annex 2, of the project document, including annual output targets to support the efficient implementation of the project
- Ensure that the standards and best practices of the Government (PPCC laws, etc.) UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the Annual Progress Report, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g., the gender strategy or the knowledge management strategy) occur on a regular basis
- Prepare the inception report no later than one month after the inception workshop. The inception report must be cleared by the UNDP Country Office and the UNDP/GEF Regional Technical Adviser, and be approved by the Project Steering Committee
- Prepare the Project Progress Report, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the PSC and Project Assurance-UNDP
- Identify follow-on actions and submit them for consideration to the PSC
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries
- Perform any additional tasks as requested by the Supervisor, Executive Director of the EPA

Conceptual/substance-wise Responsibilities:

- Have a technical competence in the project thematic areas, provide advisory services to the project, EPA, partners
- Provide coaching to the project staff in the mentioned thematic areas
- Demonstrates high integrity and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Good knowledge of Liberia's climate change adaptation challenges and climate sensitive sectors, including the political environment and legal statutes as they pertain to environment and development
- Ability to work and act under pressure
- Sound decision making, impartiality, diplomacy and discretion
- Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of the climate change strategic direction; resourcefulness, sound judgment and decision-making skills
- Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound technical initiatives
- Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet declines
- Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; ability to convey difficult issues and positions to senior officials
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings

Key Performance Indicators:

- Efficiency of the stakeholders' meetings
- Regular update of the on-going progress
- Timely completion of tasks assigned
- Number of briefing notes/minutes submitted to Supervisor, PSC and UNDP

Expected Outputs:

- Monthly reports
- Quarterly reports
- Annual reports
- Produced yearly project outputs/targets of all components

REQUIRED COMPETENCIES**EDUCATION**

Candidate should hold Bachelor degree in Social Sciences, Project Management, Environmental Studies, Economics, Development Planning or related fields. Master's degree is a plus.

EXPERIENCE

- A minimum of 5 years of progressive and relevant experience in the field of administration, project implementation, demonstrated experience and knowledge in writing policies and analysis
- Demonstrated knowledge of climate change adaptation and mitigation
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaptation and mitigation issues in relation with environment, climate change, sustainable development and the RIO Convention
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- Posses excellent technical skills in socio-economic and project performance assessment
- Demonstrated experience in monitoring and evaluation of development project activities
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data)
- Experience on planning, monitoring and evaluation and having good computer knowledge on database software like MS, power point & Excel
- Demonstrated knowledge in the working of the GCF, GEF, UNDP and other international partners
- Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Experience in development work, partnerships building and resource mobilization
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OTHER SKILLS

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines

- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Ability to effectively communicate orally and in writing English in order to communicate complex, technical information to technical and general audiences
- Strong strategic planning, results-based management and reporting capabilities
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability

IMPLEMENTATION ARRANGEMENTS

Under the supervision of Executive Director of the EPA, the CCCD Project Manager-Local Consultant will be responsible for coordinating, organizing, and managing the CCCD country program implementation processes, including liaison with partners, backstopping and providing relevant documentation and feedback

SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as a CV to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae to the below address on or before 4pm, January 17, 2018:

ATTENTION:

Mrs. Benetta Wonde- Gogbar
Assistant Manager
Human Resource Department
Environment Protection Agency (EPA)
4th Street, Sinkor
1000 Monrovia, 10 Liberia
P.O. Box 4024

or through email (bgogbar@epa.gov.lr/benethawondegogbar@yahoo.com), indicating in subject area “Application for CCCD **Project Manager**”. Closing date for applications is **4PM January 17, 2018**. Any application coming/received after this decline will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.**

NOTE: This information is also posted on the below website:

- www.emansion.gov.lr