

**Vacancy Announcement
Terms of Reference (TOR)
for Functions of Project Manager**

1. Position Information

Project	Enhancing Adaptive Capacity of Communities by Up-scaling Best Practices and Adopting an Integrated Approach in Ethiopia
Functional Title	Project Manager
Level	Level 2
Duty station	Environmental Protection Authority (EPA), Addis Ababa
Type	Temporary
Expected starting date	July 2023
Expected Duration	One Year with possibility of extension

2. Project Description

Livelihoods of Ethiopian communities, over 85% of who are reliant on rain-fed agriculture, are highly vulnerable to the impacts of climate change. Increasing rainfall variability, higher frequency of extreme rain, temperature spikes and frequent floods combined with prolonged droughts threaten about 8.2 million people who are already considered “chronically” food insecure. Conversion of forests to agriculture and pastures and their overexploitation for fuel, timber and non-timber forest produce (NTFP) are widespread, causing further degradation. Consequent erosion, loss of fertility and disrupted ecosystem function further exacerbate the crisis. The COVID-19 pandemic has added further to the vulnerability of communities and complicated existing efforts and plans for building community resilience to climate change.

Ethiopia is a socially and ecologically diverse country. Strategies for climate change adaptation need to be site-specific. This proposal seeks to enhance the adaptive capacities of communities by up-scaling best practices through integrated approaches that are locally relevant and compatible with landscape-level ecological processes. It proposes to employ a gender-responsive and innovative strategy, drawing upon best practices and lessons learned in past projects. A careful analysis of needs, opportunities and capacities of institutions and extensive stakeholder consultations informed the strategy for the private sector at different levels and roles. Innovative ways to utilize mobile information and communication technologies, to engage with youth in design and delivery of project activities and incubate private ventures are integral to the proposal.

The project will strengthen regional and local institutional and technical capacities in the coordination of climate resilient planning and investment. Enhanced access to climate smart technologies and practices for cost-effective adaptation will be provided to communities and institutions along with capacities for integrated landscape management. Gender responsive options for alternative livelihoods will be transferred to communities, thereby building resilience and reducing vulnerabilities to climate change. The project will collaborate and contribute

towards the national efforts in containing and addressing the impacts of COVID-19.

3. Scope of Work

Summary of key functions:

The Project Manager (PM) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. This position also include responsibility of:

- Planning and implementation of the project towards meeting the project goals and objectives;
- Strategic project management, monitoring and oversight;
- Effectively manage project personnel, goods and services, training and low-value grants etc
- Improved livelihoods of affected HHs and Business owners affected by the project;
- Building strategic partnerships and alliances for resource mobilization and business development;
- Effective communication and public outreach among others through knowledge management and dissemination.

Duties and Responsibilities:

- *Manage the overall conduct of the project.*
- *Plan the activities of the project and monitor progress against the approved workplan.*
- *Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work.*
- *Monitor events as determined in the project monitoring plan, and update the plan as required.*
- *Provide support for completion of assessments required by UNDP, spot checks and audits.*
- *Manage requests for the provision of financial resources through funding advances, direct payments or reimbursement using the FACE form.*
- *Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.*
- *Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.*
- *Ensure that changes are controlled and problems addressed.*
- *Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities.*
- *Prepare and submit financial reports to UNDP on a quarterly basis.*
- *Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;*

- *Capture lessons learned during project implementation.*
- *Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.*
- *Prepare the inception report no later than one month after the inception workshop.*
- *Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR.*
- *Prepare the GEF PIR;*
- *Assess major and minor amendments to the project within the parameters set by UNDP-GEF;*
- *Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;*
- *Monitor and track progress against the GEF Core indicators.*
- *Support the Mid-term review and Terminal Evaluation process.*

4. Institutional Arrangement

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Steering Committee within the constraints laid down by the steering committee. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The project manager will be seated in the Project Management Unit at the IP(Federal EPA) The project Manager reports to the EPA Director General, Who is Chair of the project Steering Committee or his delegate.

5. Minimum Qualifications of the Successful Project Manager

Min. Academic Education	A university degree (MSc or PhD) in a subject related to natural resource management or environmental sciences.
Min. years of relevant Work experience	<ul style="list-style-type: none"> • At least 10 year of total experience of which 5 years of demonstrable project/program management experience related to Climate Change Adaptation and Environmental protection • At least -years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.
Required skills and competencies	<ul style="list-style-type: none"> • Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects. Preferably UNDP projects. • Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies. • Ability to administer budgets, train and work effectively with

	<p>counterpart staff at all levels and with all groups involved in the project.</p> <ul style="list-style-type: none"> ● Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government. ● Strong drafting, presentation and reporting skills. ● Strong communication skills, especially in timely and accurate responses to emails. ● Strong computer skills, in particular mastery of all applications of the MS Office package and internet search. ● Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels. ● Excellent command of English and local languages.
Desired additional skills and competencies	Microsoft offices such as word, excel and outlook
Required Language(s) (at working level)	<ul style="list-style-type: none"> ● Proficiency English and Amharic ● Knowledge of other national languages is advantageous

7. How to Apply

- a) Please submit your CV and cover letter with copies of educational and work credentials to the following address
 Environmental Protection Authority , Human Resource Directorate within 5 working days and/or July 3,2023.

8. Approval

This TOR is approved by :

Signature _____
 Name and Designation _____
 Date of Signing _____