

Project Evaluation Series
[13/2023](#)

Terminal evaluation of the project “Sustainable forest management under the authority of Cameroonian Councils”

Project code: GCP/CMR/033/GFF
GEF ID: 4800

Annex 6. Terms of reference of the Project Technical Coordinator

1. A Project Technical Coordinator will be selected jointly by the Ministry of Forests and Wildlife, the Ministry of Environment, Nature Protection and Sustainable Development, the the Association of Council Forests of Cameroon (ACFCAM) and the Food and Agriculture Organization of the United Nations (FAO) through a transparent and open selection process.
2. Under the direct supervision of the FAO Representative (FAOR) in the Republic of Cameroon/Budget Holder (BH) and the Ministry of Forests and Wildlife (National Project Coordinator) and the technical guidance of the FAO Lead Technical Officer (LTO), the Project Technical Coordinator will fulfil a dual role: first as manager leading the Project Management Unit (PMU) team in implementing the project and as secretary to the project steering committee (PSC) (estimated at about 40 percent of the contract duration), and second as project technical specialist providing technical support to the project (estimated at about 60 percent of the contract duration).
3. Specifically, as project manager, she/he will:
 - i. be directly responsible for the overall functioning and performance of the PMU;
 - ii. manage and supervise the human resources allocated to the PMU;
 - iii. prepare and submit annual workplans and budgets;
 - iv. draft terms of reference for consultancies and letters of agreement (LOAs) (e.g. with non-governmental organizations and universities) and supervise their implementation;
 - v. ensure a systematic and regular monitoring of the project's activities and prepare progress reports for transmission to FAO in the Republic of Cameroon and the LTO for clearance and approval as well as to the PSC;
 - vi. coordinate activities with executing partner institutions, collaborative institutions and beneficiary stakeholders;
 - vii. ensure regular communication and coordination with appropriate national and local institutions, project partners and beneficiary stakeholders to ensure effective technical implementation of the project activities;
 - viii. serve as FAO's point of contact (working with the national project coordinator) for the project and partners; and
 - ix. act as the rapporteur for all PSC meetings and activities, including the preparation of documents and reports and the timely organization of PSC sessions.
4. As technical project specialist, she/he will:
 - i. be responsible for organizing and providing technical support to workshops or meetings and training activities;
 - ii. provide technical inputs on methodologies, approaches and implementation of all project activities under the four technical components;
 - iii. review and give inputs in the preparation and finalization of technical reports before submission to FAO;

- iv. be responsible for monitoring of project partners' technical performance in the implementation of cofinancing project activities;
- v. represent the project in relevant technical meetings, seeking to facilitate coordination and integration beneficial to the achievement of the project's objectives;
- vi. ensure that the Global Environment Facility (GEF) biodiversity, climate change and sustainable forest management (SFM) tracking tools are filled out correctly and in a timely manner;
- vii. supervise the preparation of and edit technical reports and publications on project topics and contribute to guidelines and other publications associated with the project results; and
- viii. perform other related duties as required.

Minimum requirements

5. Candidates should meet the following criteria:
 - i. university graduate degree in forestry, biology, geography or other relevant specialization; and
 - ii. a minimum of seven years of relevant professional experience, including practical experience in biodiversity conservation, carbon management, forest management project implementation, institutional networking and decision-making advice.

Selection criteria

6. Candidates will be assessed against the following criteria:
 - i. extent and relevance of experience and skills in project management and project and programme implementation in the Republic of Cameroon or Central Africa, including supervision of contracts and institutional agreements, reporting and evaluation;
 - ii. extent and relevance of experience in and related to biodiversity conservation, carbon management and forest management in the Republic of Cameroon or Central Africa;
 - iii. relevance of academic training and field experience in the areas of expertise as well as expertise in participatory approaches and dialogue building in multi-sectorial institutional frameworks;
 - iv. experience related to this GEF-funded SFM project would be an advantage;
 - v. relevant expertise in research and development projects as well as international networking in forest management, biodiversity conservation and carbon management are an advantage;
 - vi. ability to write clear and concise analytical reports for project management, strategic decision-making and technical advice on good practices;
 - vii. quality communication and interpersonal skills;
 - viii. extent of language skills, including in writing; and

ix. bilingual (French, English).

Additional information

Duty Station: Yaoundé

Duration: Full-time (48 months)

Funding: GEF Funds

Office of Evaluation
evaluation@fao.org
www.fao.org/evaluation

Food and Agriculture Organization of the United Nations
Rome, Italy