

NATIONAL PROJECT MANAGERS - DETAILED TERMS OF REFERENCE

INTRODUCTION

Under the overall responsibility and technical and financial supervision of the FAO Lead Technical Unit and Country Representations, the **four National Project Managers (NPMs)** will head the National Project Units (NPU) in Burundi, Rwanda, Tanzania U.R. and Uganda respectively, with responsibility for management of the project in their own country, in close consultation with stakeholders and partners. The NPMs will provide required technical and administrative support to coordinate and implement project activities at national level as well as linkages to basin-wide project objectives and activities. He/she will ensure effective management of GEF and co-funding resources through close contacts and guidance of FAO and the Regional Project Coordinator. The NPMs will report to and be guided and supported by the National Project Steering Committee (NPSC), and the designated national project focal points (agriculture and environment, based in the capital city), which will provide policy and technical guidance to ensure that the project achieves its goals, as well as cost effectiveness and sustainability.

SCOPE OF WORK

The primary duties of the National Project Managers will include:

- Supervise and coordinate the planning and implementation of the national project activities, providing proposals and liaising with the RPC in developing workplans, procurement, consultancies, recruitment, logistics, budgeting and disbursements.
- Establish close collaboration and working arrangements with an interdisciplinary team composed of experts from decentralized public services, NGOs, private sector and other professional associations, to ensure timely conduct of country activities, including contractual arrangements.
- Within country, liaise with government departments, Nile basin and Lake Victoria staff/projects and other partner organisations and projects, to ensure good coordination and collaboration, including co-funding arrangements;
- Monitor and supervise the execution of national activities, and national components of regional activities in country, ensuring in particular close working relations with national and local authorities, and providing technical support and general supervision of District Project Facilitators (DPFs). Inform the RPC of problems and obstacles that need attention and specific assistance;
- Prepare the terms of reference and identify consultants/institutions to undertake national level assignments in accordance with the approved annual Work Plan, and submit required documentation to the RCU and FAO for approval;
- Monitor and supervise the work of consultants, institutions, government staff and other partners, facilitate meetings and, as far as possible, ensure the timely and responsive delivery of outputs and reports;
- Provide support to the RPC and FAO missions and consultants visiting/engaged in assignments in country, including preparing itineraries, appointments and liaising with the Country Representatives to assist with travel and other logistical arrangements;
- In consultation with the RPC and NPSC determine dates, agendas, budgets and participation for national workshops and exchange visits, and upon approval of these plans by the RPC and FAO, undertake the organization and conduct of the workshops and exchange visits;
- Participate in regional project meetings and workshops and other activities as required;
- Work in close collaboration with the National Focal Point and National Project Steering Committee members providing them with periodical reports on the progress of project activities and issues arising;
- Maintain close contacts with partners and projects, ensuring adequate communication of national activities to the DPFs and all stakeholders including Government, private sector and NGO partners, and invite and encourage multi-stakeholder participation, in particular local groups, in national activities and consultations as appropriate;
- Prepare an annual national Work Plan for submission to the RPC and FAO and updates on a quarterly basis with explanations of any changes. The annual plan will comprise reviews of activities undertaken and/or completed over the last year, as well as proposals for national project activities to be conducted the following year (scope, specifications and timeframe and expected products);

- Convene, as required, thematic sub-groups to provide guidance and revise products/ reports on specific technical, policy and legal issues in consultation with the NPSC;
- Assist in the identification of sustainable integrated land and agro-ecosystem management practices for testing and replication, building on local/indigenous knowledge and innovations and recent research findings, in close collaboration with the DPFs, RPC and FAO. Ensure that equipment, technical assistance and services are provided to beneficiaries efficiently and with timely action;
- In close collaboration with the local authorities, organize training activities at all levels and in accordance with the annual work plans;
- Liaise with government staff and the NPSC to promote an enabling national environmental and regulatory environment that would facilitate mainstreaming sustainable land and agro-ecosystems management and agro-biodiversity conservation into district and sectoral plans and policies;
- In close collaboration with the RPCU and national and district authorities, mobilize funds /resources from other development partners and institutions to complete the financing of the GEF supported Kagera TAMP programme.

DURATION, LOCATION AND NATURE OF APPOINTMENT

The appointment will be for 4.5 years in the National Project Unit as appropriate in: Kigali/Rwanda, Kabale/Uganda, Bujumbura/Burundi or Bukoba/Tanzania, subject to probationary period and performance and extendable as necessary to reflect ultimate completion date of the project. The NPMs will work from the NPU in his/her country and travel as required in the basin, and in the country and wider region, as required, with a briefing mission to FAO headquarters.

QUALIFICATIONS

The National Project Manager will be recruited competitively following announcements in regional and national press, and will have the following qualifications:

- At least 10 years of working experience in agricultural and environmental management or related fields with recognised technical expertise;
- A Bachelor and a Master's level degree or PhD in natural resources management, agriculture, geography or related field;
- Strong management skills including ability to provide strategic guidance, technical oversight, build strong teams, mentor staff, develop workplans, and manage budgets and project expenditures;
- Good interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community based organizations);
- Experience working with or in international and donor organizations with implementation of participatory projects;
- Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc);
- Fluency in spoken and written English, bilingual in French or least working knowledge (spoken and written) of French if in Burundi or Rwanda;
- Preferably with experience with work and travel to other Nile basin countries or other parts of Africa.