

GEF/FAO Transboundary Agro-ecosystem Management Programme for the Kagera River Basin

REGIONAL PROJECT COORDINATOR– TERMS OF REFERENCE

INTRODUCTION

Under the overall responsibility and direct supervision of FAO Lead Technical Unit, the Land and Water Division, the regional project coordinator/technical adviser (RPC) will provide overall leadership, management and technical guidance to ensure the achievement of project objectives and delivery of project outputs across the four countries in close consultation with the national project units, stakeholders and partners. The RPC will head the Regional Project Coordinating Unit (RCU) and provide required technical and administrative support to guide the project activities and outputs and ensure effective management of GEF and co-funding resources through close communication with FAO, the National Project Managers (NPMs) and designated national focal points for the project. The RPC will report to and be guided by the Regional Project Steering Committee (RPSC) and Regional Technical Advisory Committee (RTAC) to ensure the project achieves its goals and ensure cost effectiveness and sustainability.

DUTIES:

1. Ensure timely and technically sound implementation of all regional level activities of the project, with particular attention to harmonising strategies, policies and regulatory measures among the countries, mainstreaming sustainable land and agro-ecosystems management (SLaM) and developing synergies among regional and national sectoral plans and policies;
2. Provide technical guidance to the NPMs in Burundi, Rwanda Tanzania and Uganda and their in-country partners, in harmonizing technical objectives and approaches among the countries to address key land degradation/ SLaM issues identified, including formulating guidelines/tools for the participatory identification, demonstration, adaptation and replication of SLaM practices in target catchments and across the Kagera river basin;
3. Prepare and monitor the annual Work Plans and Budget of the overall project, based on proposed annual national work plans and budgets, and adhere to approval processes. Provide guidance to the NPMs and National Technical Units in the execution of the project to ensure quality and timeliness of project work in the 4 beneficiary countries;
4. Identify potential candidates for the Regional TAC, in consultation with NPMs, regional and national PSCs and FAO, and mobilise RTAC members to provide support and review draft contracts/TORs and products (studies; reports, training, etc.). With support of FAO representation and subject to approval by the LTU, recruit and supervise experts/ contract institutions as required to undertake tasks of a regional transboundary nature in accordance with the annual workplan;
5. Ensure effective liaison and maintain good communication with regional partners and other stakeholders including NGOs and Nile and Lake Victoria basin organisations, including mobilizing co-financing with partners and donors;
6. Prepare contracts with selected partners (MOUs; LOAs), for approval by RPSC and FAO, and supervise work, including contracting of a GIS/RS centre for technical support across the basin for natural resources and land use monitoring, and support to one pilot district/ country.
7. Organise RPSC meetings, regional workshops and other inter-country activities in close consultation with NPMs and with guidance of RPSC (such activities to be rotated among the countries as appropriate)
8. Disseminate relevant documentation and experiences to the NTUs and partners building from experiences in other programmes and river basins in the region; Synthesize successful results from the project and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use.
9. Prepare timely and quality project progress and implementation reports for submission to FAO and dissemination of approved progress reports, minutes, technical documents, workshop reports, as appropriate.
10. Ensure records maintenance on technical and financial aspects of project operations

11. Perform other duties, as required

DURATION, LOCATION AND NATURE OF APPOINTMENT

The appointment as FAO Consultant, Regional Project Coordinator, will be for an initial assignment of 11 months, renewable after a one month break in service, subject to satisfactory performance. The maximum period of continuous employment as a consultant is four years (i.e. 44 months of employment over a total period of 48 months)..

The Consultant will be based in the Regional Coordinating Unit in Kigali, Rwanda. The regional project coordinator will work from the RCU and travel regularly in the Kagera river basin, and occasionally in the wider region, as required with briefing and debriefing missions to FAO headquarters.

MINIMUM REQUIREMENTS

- Advanced University degree in natural resources management, agriculture, geography or related field
- Working knowledge of English and French
- Seven years of relevant experience in agricultural and environmental management at a national or international level

Selection Criteria

- Extent of experience in the management of complex projects at national or regional levels
- Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures
- Good multi-cultural and interpersonal skills will experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community based organizations)
- Extent of experience working with or in international and donor organizations with implementation of participatory natural resources management projects
- Proven written, analytical, presentation and reporting skills and demonstrated computing skills
- Excellent knowledge and working experience in the Kagera basin countries and lake Victoria basin, in particular in natural resources management/agriculture.

Closure date: 20 September 2009

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