

REGIONAL PROJECT COORDINATOR – DETAILED TERMS OF REFERENCE

INTRODUCTION

Under the overall responsibility and direct supervision of FAO Lead Technical Unit, the regional project coordinator 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 (RPCU) 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 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.

SCOPE OF WORK

The primary duties of the Regional Project Coordinator will include:

- Provide technical guidance to the NPMs and their partners, identifying and addressing key issues, harmonizing technical objectives and approaches, formulating guidelines for the participatory identification, demonstration, testing/adaptation and replication of sustainable land and agro-ecosystem management practices in and across the basin;
- 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 (this will include liaising with NPMs for timely preparation and implementation of TORs, procurement, monitoring, participation and training plans);
- Identify potential candidates for the Regional TAC, in consultation with NPMs, NPSCs and FAO, and mobilise RTAC members to provide support and review draft contracts/TORs and products (studies; reports, training, etc.)
- Provide overall technical and management guidance to the National Project Managers (NPMs) and National Technical Units in the execution of the project in the participating countries to ensure quality and timeliness of project work;
- Plan the recruitment and supervision of experts/contract institutions as required to undertake tasks of a regional transboundary nature in accordance with annual workplan;
- 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;
- Draft 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, including support to one selected pilot district/country;
- Maintain records, with support of the administrative assistant, on technical and financial aspects of project operation, including monitoring of project activities and their outcomes; as well as minutes, decisions and recommendations of meetings and workshops for support and guidance of PSC members and FAO;
- Organise RPSC meetings, regional workshops and other inter-country activities with guidance of RPSC (to be rotated among the countries as appropriate) including workshops for sharing experiences in thematic areas and exchange visits among stakeholders and project sites, in accordance with the annual work plan;
- Provide suggestions on harmonising strategies, policies and regulatory measures with a view to mainstreaming sustainable land and agro-ecosystems management and agricultural biodiversity conservation and developing synergies among regional and national sectoral plans and policies;
- Disseminate relevant documentation and experiences to the NTUs and partners, building from experiences in other programmes and river basins in the region;

- Prepare timely and quality project progress and implementation reports for submission to FAO (in accordance with reporting procedures);
- Synthesize successful results and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use.

DURATION, LOCATION AND NATURE OF APPOINTMENT

The appointment will be for 4.5 years in the Regional Project Coordinating Unit in Kigali, Rwanda, subject to probationary period and performance and extendable as necessary to reflect ultimate completion date of the project. The Regional Project Coordinator will work from the RPCU and travel as required in the basin and in the wider region, as well as briefing and debriefing missions to FAO headquarters.

QUALIFICATIONS

The Regional Project Coordinator will be recruited competitively following announcements in regional and international press, and will have the following qualifications:

- At least 15 years 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;
- Extensive 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 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;
- Proven written, analytical, presentation and reporting skills and demonstrated computing skills;
- Fluency in spoken and written English, preferably bilingual, but at least working knowledge (spoken and written) of French;
- Experience working in, and preferably originating from, the Nile basin countries or a similar region in Africa