



## UNITED NATIONS DEVELOPMENT PROGRAMME

### TERMS OF REFERENCE

#### I. Position Information

Job Title: Project Manager  
Project Title: "Support to Environmental Protection and Sustainable Use of Natural Resources"  
Supervisor: UNDP Programme Officer

#### II. Background

This project aims at contributing to regional and global environmental benefits achievement through active action for environmental protection and sustainable use of natural resources in the Republic of Moldova. Top-down and bottom-up initiatives will be supported through: a) assistance to Central Public Authorities (Ministry of Environment and Natural Resources), and b) support to non-governmental organizations under a Small Grant Scheme. The project will lead to:

- § adoption of policies and measures of main concern – including approximation of legislation in key environmental sectors with the *acquis communautaire*;
- § strengthened technical and administrative capacity of the Ministry of Environment and Natural Resources for the implementation of international environmental commitments;
- § implementation of most stringent policies and measures on access to information, public participation and education on sustainable development;
- § NGO/CBO grants for local communities' initiatives to solve local environmental issues with potential regional/global impacts and socio-economic benefits for the communities. The Small Grants Scheme will be implemented throughout Moldova, including Transnistria region.

#### III. Organizational Context

Under the guidance and direct supervision of the Programme Officer (Environmental Focal Point), the Project Manager ensures the effective and efficient financial and administrative management of the project "Support to Environmental Protection and Sustainable Use of Natural Resources". The Project Manager applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

He/she works in close collaboration with the UNDP Moldova Country Office Programme, Operations and Communication sections, Moldovan central and local public authorities, NGOs, CBOs, local communities, academia, private sector, other donors and related counterparts at the national and international levels for ensuring streamlined communication and effective liaison/coordination of project-related activities.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

## IV. Functions / Key Results Expected

### Summary of Key Functions:

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients. More specifically:

1. Project Management:
  - a) Assume full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs; ensure close monitoring of activities and disbursements.
  - b) For the “Strengthening the capacity for good environmental governance at the Ministry of Environment and Natural Resources” project component the incumbent will elicit from the national counterpart inputs on most pertinent developmental needs. Through a participatory process, involving MENR officials and other donors – providers of assistance to MENR – establish clear priorities for subsequent interventions. Plan, design and monitor all activities in environmental legislation approximation and implementation of Moldova’s international environmental commitments.
  - c) Coordinate activities of the project, including those financed by other donors/partners’ resources to deliver indented outputs and achieve desirable impact of the project. Seek to ensure synergies between the two project components, addressing the key national environmental issues through supporting public authorities’ actions and local NGO/CBO-led activities.
  - d) Under the second project component (“Community-based initiatives and actions in solving local environmental problems with potential regional/global environmental benefits through small grants to NGOs/CBOs”), prepare the Small Grants Scheme (SGS) Strategy – and revise it as appropriate – in accordance with the UNDAF and UNDP Country Programme for 2007-2011, the GEF principles and focal areas, and the national environment priorities.
  - e) Disseminate guidelines and informational materials to NGOs/CBOs and local communities seeking financial and technical support under SGS. Organize stakeholder workshops and project development sessions for NGOs, CBOs, and other stakeholders to explain the programme, and to assist potential applicants in making the link between local environmental problems and the global concerns of the GEF focal areas and operational programs.
  - f) Work actively with CBOs and NGOs — both in the office and in the field — in the preparation of project concepts and proposals to ensure that individual projects fit the SGS.
  - g) Locate technical and other assistance from existing local and national programmes and agencies that can be channeled to project proponents for project preparation and/or implementation.
  - h) Work with and provide support to the Small Grants Committee (SGC) and its deliberations during the process of project proposal selection and approval, especially the initial review of proposals and assessment of eligibility. Serve, along with the Project Assistant, as the SGC’s secretariat.
  - i) Ensure sound monitoring and evaluation of the project and SGP financed projects, including making periodic visits to project sites to provide technical assistance as needed and monitoring project progress.
  - j) Ensure wide dissemination and visibility of project achievements. Establish and manage mechanisms for exchange of information, experience and lessons learned at the local and national levels.
  - k) Build, motivate and lead a high performing team consisting of programme/project personnel, expert consultants, translators, etc. Prepare results-oriented Terms of Reference for national and international consultants. Undertake proper observance of all personnel/contracting actions: preparation and negotiation of contracts, timely initiation of payments, performance appraisals and career development coaching.
  - l) Apply UNDP programming tools and policies as explained in the Results Management Guide, including the utilization of the Project Management Module in Atlas (Prince2, etc). Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning.
  - m) Prepare qualitative substantive and financial progress reports as may be required by the programme/project. Prepare periodic procurement/contracting and financial delivery reports

for UNDP management. Prepare budget revisions as needed.

2. Support to the CO Programme and overall coordination: Support the Programme Officer and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions. Promote knowledge sharing and building among partners and stakeholders.
3. Resource Mobilization and Partnership Building: Maintain and animate effective dialogue with partners and among stakeholders. Engage with relevant donors and contribute to the CO resource mobilization efforts.
4. In conducting project activities in Transnistria, the Project Manager will observe the letter and spirit of the UN Agencies' Code of Conduct for Working in the Region of Transnistria.
5. Knowledge Management: Ensure wide dissemination and visibility of programme/project achievements. Participate in national and international fora, making substantive contributions as appropriate.

## V. Impact of Results

The key results have a direct impact on the overall successful achievement of the CO programme. Accurate analysis and presentation of information enhances UNDP's position as a strong development partner. The information provided facilitates decision-making of the Project Board and UNDP management.

## VI. Competencies

### Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies:

#### Knowledge Management and Learning

- q Shares knowledge and experience
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting.
- q Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- q Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

#### Leadership and Self-Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

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<b>VII. Recruitment Qualifications</b>	
Education:	University Degree in Management, Public Administration, Environment, Economics or related fields.
Experience:	<p>At least five years of progressively responsible project management experience at the national level is required in the areas of public administration and/or environment protection.</p> <p>Previous experience in development assistance or related work for UNDP, other donor organizations, governmental institutions, NGO or private sector (consulting) is a very strong advantage, as is the development assistance work experience in Transnistria.</p> <p>Proven strong coordination skills working with multiple and diverse national and international stakeholders.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</p>
Language Requirements:	Fluency in both oral and written Romanian, English and Russian is a must.

<b>VIII. Timeframe</b>
Duration of employment: 12 month with the possibility of extension.