

Ministry of Environment & Sustainable Development

Africa Climate Change Adaptation Programme (AAP) –Terms of Reference for AAP Project Officers

1.0 Background

1.1. Background:

The key environmental challenges facing the Republic of Mauritius (ROM) are climate change, coastal erosion and water management. Climate change is likely to manifest in a number of ways with severe consequences. Change in the rainfall patterns and intensity, coupled with changing temperature regimes, increase in sea surface temperatures, accelerated sea level rise, incidence of cyclone of greater frequency and intensity are some of the manifestations observed. To combat this phenomenon and be prepared for circumscribing the climate change impacts, the Government of Mauritius has signed a project agreement with the United Nations Development Program (UNDP), for the implementation of the Africa Adaptation Program (AAP)–Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa – The Republic of Mauritius (ROM). This is a regional programme covering 20 countries in Africa, including Mauritius.

The AAP is funded by the Government of Japan to a tune of US \$ 2,987,004. Implementation of the activities in Mauritius, under the AAP, started in 2010 and is scheduled for completion by December 2012. The AAP project is both of national and regional significance and is being coordinated by the Ministry of Environment & Sustainable Development (MOESD). The implementing partner for the AAP is the UNDP.

1.2. Project Aims and Outputs

The AAP intends to build capacity to understand, analyze and react in a timely manner in the wake of future climate change impacts within ROM. To achieve this, the AAP will build intellectual capital in the region to address the complex and multi-disciplinary problem climate change poses and undertake in-depth biophysical and socio-economic analyses of the climate change impacts as well as cost-benefit analyses of potential adaptation interventions for the region. The results of these analyses will then be used to revise policies and raise adaptation financing. Identified adaptation measures will be piloted to test their efficacy and all the information generated by the AAP project will be used to catalyze large-scale adaptation in ROM. Lastly, the lessons learned throughout the program will be disseminated locally and abroad to inform similar endeavors and educate the public on the necessity of climate change adaptation and climate related-disaster risk reduction. This will be facilitated by addressing the following AAP outputs:

- (i) Dynamic long-term planning mechanisms to manage the inherent uncertainties of climate

- change introduced;
- (ii) Leadership capacities and institutional frameworks to manage climate change risks and opportunities in a integrated manner at the local, regional and national levels strengthened;
 - (iii) Climate-resilient policies and measures in priority sectors implemented;
 - (iv) Financing options to meet national adaptation costs expanded at the local, national, sub-regional and regional levels;
 - (v) Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities generated and shared across all levels.

1.3. Recruitment of AAP Project Officers

The Ministry of Environment & Sustainable Development wishes to recruit the following 3 AAP Project Officers, on contract basis (full time over 1 year), in order to assist with the timely execution of activities in line with the project document:

- (i) AAP Project Officer (Financial and Administrative Matters - **1 post**)
- (ii) AAP Project Officer (Technical 1: General Environment- Engineering Related Matters - **1 post**)
- (iii) AAP Project Officer (Technical 2: General Socio Economic Related Matters -1 **post**)

The AAP Project Officers will play a central role in carrying out the day to day activities under the project. They will work under the guidance and direct supervision of the Director of Environment (National Project Director) and the head of the Climate Change Division (Project Manager). The AAP Project Officers shall constitute the project implementation unit i.e. an Adaptation Unit, integrated within the Climate Change Division, MOESD. The 3 AAP Project Officers will work as a team and foster adequate team-spirit to contribute towards achieving the 5 outputs of the project.

2.0 Scope of Services

The AAP Project Officers will provide support to the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of the project activities. They will apply and promote the principles of results-based management (RBM) as well as client-oriented approaches consistent with the Government of Mauritius rules and regulations and UNDP procedures. They will work in close collaboration with different stakeholders including the different executing agencies which are, *inter alia*, the Ministry of Environment and Sustainable Development, the Ministry of Agro Industry and Food Security, the Ministry of Tourism & Leisure, the Ministry of Housing & Lands, the Ministry of Health & Quality of Life, the Ministry of Fisheries and Rodrigues, the Ministry of Education and Human Resources, the Ministry of Public Infrastructure, National Development Unit and Land Transport & Shipping, Mauritius Research Council and other relevant stakeholders for the effective achievement of results/ outputs, anticipating and contributing to resolving complex program/project-related issues and information delivery.

2.1. Description of Services

2.1.1 AAP PROJECT OFFICER (FINANCIAL AND ADMINISTRATIVE MATTERS)

The incumbent will be responsible for the services in relation to Financial and Administrative Management of the project. In this respect, he/she will also closely interact, *inter alia*, with Government stakeholders, UNDP Country Office and also with relevant departments within the Ministry of Environment & Sustainable Development.

Detailed Tasks

1. Planning and Monitoring

- Prepare and ensure timely submission of quarterly financial consolidated reports, quarterly consolidated progress reports to UNDP Country Office;
- Disseminate project reports to and respond to queries from concerned stakeholders;
- Review contracts or other documents to determine if prescribed requirements are met for acceptance or approval;
- Arrange for audit of project accounts for each fiscal year, and
- Work with the project team to conduct post-completion analysis of the project.

2. Management (General)

- Provide support to staff of the adaptation Unit and members of the Working Groups in the execution of their tasks for the achievement of project outputs;
- Schedule and arrange meetings (Project Steering Committee, progress follow up etc) and notifies stakeholders; make travel reservations if needed;
- Prepare and maintain minutes of Steering Committee meetings in a timely manner appropriate to the proper progress of the works in line with the established project schedule;
- Follow up and update management on status of administrative issues before scheduled meetings;
- Assume responsibility for administrative matters of a more general nature, such as maintenance of project files and records;
- Organization of workshops and training needed during the project;
- Organize any missions set during the period of the project lifetime;
- Provide inputs and/ or prepare quarterly consolidated reports, annual project implementation review reports and other monitoring reports as may be required by MOESD, UNDP CO and the Inter-Regional Technical Support Centre (IRTSC) based in Dakar, and
- Undertake any other activities that may be assigned by the National Project Director, Project Manager, or by the Steering Committee.

3. Management (Financial)

- Ensure proper management of funds consistent with Government and UNDP requirements, and budget planning and control;
- Prepare requests for advance of funds and/or direct payments;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and program budget status reports;
- Assist in responding to queries with respect to financial aspects of the program;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit, and
- Assist international and national consultants on all aspects of allowances, travel claims and other financial matters.

4. Procurement

- In accordance with the decision of Steering Committee, arrange for procurement of equipment, supplies and other services (Financial and Administrative). This include *inter alia*, preparation of bidding documents (EOIs, RFPs, specifications, guidelines, contract document and so on) in line with the Public Procurement Act (PPA) 2006, applicable Regulations under PPA and other guidelines.
- Arrange for equipment maintenance and insurance as required under the project.

2.1.2 AAP PROJECT OFFICERS (TECHNICAL 1 and 2)

The incumbent will be responsible for the coordination and management of activities under the project. He/she will be responsible for providing (technical) inputs for the effective and efficient implementation of the project activities to achieve stated outputs. He/she will co-ordinate closely with the Project Steering Committee, the participating executing agencies, consultants recruited under the project, the UNDP Country Office and also with IRTSC.

Detailed Tasks

1. Planning and Monitoring

- Undertake operational planning for timely execution of activities
- Prepare progress report for presentation at the Project Steering Committee, technical meetings and other appropriate forum and preparation of minutes of technical meetings;
- Monitor project activities according to agreed Annual Work Plan and project document including *inter alia*, tracking assigned tasks, project steps and time lines against results and deliverables, established standards and specifications including the project log frame;
- Disseminate project reports to and respond to queries from concerned stakeholders;
- Review contracts or other documents to determine if prescribed requirements are met for acceptance or approval;
- Work with the project team to conduct post-completion analysis of the project and

- Provide inputs and or prepare quarterly operational programme reports, work plans, annual project implementation review reports, and other monitoring reports as may be required by Ministry of Environment & Sustainable Development, UNDP CO and IRTSC.

2. Management

- Coordinate with all relevant stakeholders, including engagement with relevant departments and organizations for the timely execution of project activities, as advised by the Steering Committee or National Project Director or the Project Manager;
- Coordinate the works of consultants and sub-contractors;
- Follow up on contract and contractual obligations of contractors;
- Manage appropriate project risks through appropriate management approaches;
- Arrange external and internal technical meetings (including meetings of Technical Working Groups, among others);
- Mobilize technical inputs in accordance with Government and UNDP procedures for nationally executed projects;
- Organize, attend or facilitate trainings and workshops;
- Review consultancy reports and deliverables and submit consolidated views and comments;
- Serve as the liaison to facilitate access to up-to-date information;
- Prepare briefings, draft correspondence and respond to requests for information on issues related to the project;
- Gather data for surveys or perform research on special subjects or activities;
- Respond to queries with respect to technical aspects of the project wherever required;
- Monitor expenditures on activities and maintain a proper record of approved project budgets and their revisions, and
- Undertake any other tasks relevant to the attainment of the project objectives and delivery as directed by the Steering Committee, the National Project Director, or Project Manager.

3. Procurement

- In accordance with the decision of Steering Committee, arrange for procurement of goods and services (technical). This includes *inter alia*, preparation of bidding documents (EOIs, RFPs, specifications, guidelines, contract document and so on) in line with the Public Procurement Act (PPA) 2006, applicable Regulations under PPA and other guidelines;
- Manage process for timely procurement of goods and services, including preparation of bidding documents, press notices under national procedures and required government's guidelines;
- Ensure that contractual processes follow the stipulated Government and UNDP procedures.

3.0 Qualifications and Experience

(i) AAP Project Officer (Financial & Administrative Matters)

Education:	At least a postgraduate degree in the fields of management or business administration or project management or related fields.
Experience:	<ul style="list-style-type: none"> • At least 3 years working experience including experience in the management of projects comprising financial and administrative management. • Experience or knowledge on climate change issues pertinent to the Republic of Mauritius is desirable. • Familiarity with Government and UNDP rules and procedures • Familiarity with Logical Framework Approach
Language Requirements:	Fluency in both written and spoken English and French

(ii) AAP Project Officer (Technical 1)

Education:	At least a postgraduate degree in Civil or Chemical or Environmental Engineering or related fields.
Experience:	<ul style="list-style-type: none"> • At least three years working experience in management of projects, including Civil or Chemical or Environmental Engineering or related fields. • Experience or knowledge on climate change issues pertinent to the Republic of Mauritius is desirable. • Familiarity with Government and UNDP rules and procedures • Familiarity with Logical Framework Approach.
Language Requirements:	Fluency in both written and spoken English and French

(iii) AAP Project Officer (Technical 2)

Education:	At least a post-graduate degree in economics, applied economics, natural resource economics or related fields.
Experience:	<ul style="list-style-type: none"> • At least three years working experience in management of projects focusing on socio-economic analyses or policy development or finance, and gender analysis. • Experience or knowledge on climate change issues pertinent to the Republic of Mauritius is desirable. • Familiarity with Government and UNDP rules and procedures • Familiarity with Logical Framework Approach.
Language Requirements:	Fluency in both written and spoken English and French

4.0 Competencies Required

1. Excellent organizational skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints;
2. Strong analytical and practical problem-solving skills;
3. Report writing skills;
4. Ability to communicate effectively
5. Computer literate with high proficiency in the use of standard office software applications (e.g. Microsoft Word, Excel and Power Point);
6. Seeks and applies knowledge, information and best practices from within or outside of the organization;
7. Strong project management skills and knowledge on Gantt Chart preparation, and
8. Ability to works in team to achieve project objectives and outputs.

5.0 Facilities to be provided by the Ministry

The AAP Project Officers shall be posted at the Climate Change Division of the Ministry of Environment and Sustainable Development where they will be provided with office space and facilities like internet access, telephone, printing, copying, etc.

6.0 Contract duration and Remuneration

The duration of the contract shall be for a period of 12 months starting as from 01st April 2012. The incumbent must be available to assume duty at latest by 01st April 2012. The selected candidate will draw a monthly remuneration of up to 3, 000 USD payable in Mauritian rupees. The remuneration will be negotiable on the basis of qualifications and experience.