

Terms of Reference (TOR) of Project Coordination Officer/Project Manager:

The Project Coordination Officer/ Project Manager will be responsible for the following tasks:

- Identify capacity-building needs for training programs under all project outputs and provide technical support to build national capacity, in close consultation with the research and training institutes identified under Output 1.1.2;
- Lead various training activities under the project, including preparation of training materials, pre-and post-training assessments, and on-the-job follow-up;
- Ensure the technical quality of the GHG inventory and Measurement, Reporting, and Verification (MRV) related activities under Component 2 of the project;
- Supervise the refinement and implementation of the monitoring and reporting framework for NDC priority mitigation and adaptation policies and measures;
- Provide necessary support in preparing six-monthly Project Progress Reports and Annual Workplans and Budgets (AWPB), and GEF annual Project Implementation Review reports (PIR), ensuring the standard quality of FAO-GEF reporting documents and submission deadlines;
- Facilitate and support/participate in regular FAO's project supervision/oversight missions as well as Mid-Term Review and Final Evaluation of the project in close cooperation with PMU;
- Perform any other task required.
- Develop and lead the implementation of a gender-sensitive/responsive communications and knowledge management strategy in close collaboration with the NPC.
- Coordinate the preparation of knowledge products.
- Organization of knowledge-sharing events.
- Contribute to the project's progress reports and implementation reports.
- Develop and lead the implementation of the project's M&E plan based on the project results framework and indicators.
- Use results-based monitoring (RBM) to track progress toward set project targets from the baseline.
- Assist the NPC in coordinating project implementation and monitoring with relevant PMU staff and stakeholders.
- Monitor all project activities from the work plan, expenditures, and progress toward achieving the project outcomes and outputs.
- Monitor implementation of the Gender Action Plan and Stakeholder Engagement Plan.
- Carry out regular monitoring visits to the project sites.
- Provide feedback to the NPC on project strategies and activities.
- Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made to program responses as required.
- Train government and partner staff in appropriate M&E techniques to build the capacity of staff, increase awareness of the importance of M&E and encourage accountability for demonstrating results.
- Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of M&E activities in the field.
- Contribute to the project's progress reports and implementation reports.

Qualification and skills requirements:

- Bachelors in environment, science, engineering, climate change, and related fields.
- At least five to seven (5-7) years of working experience in greenhouse gas emissions accounting and projections.
- Knowledge of the IPCC 2006 greenhouse gas inventory would be an advantage.
- Analytical skills and proven expertise in conducting GHG emissions for the AFOLU sector are an advantage.
- Fluency in both written and verbal communication skills in English is required.

Contract duration: 2 years and six months
Salary: With a monthly salary of Nu. 1,00,000