

**The Regional Environmental Centre for the Caucasus** is an independent, not-for-profit organisation with international character based in Tbilisi, Georgia. The mission of REC Caucasus is to assist the Caucasus states in solving environmental problems and support in building the civil society through promotion of public participation in the decision-making process, development of free exchange of information and encouragement of cooperation at national and regional levels among NGOs, governments, businesses, local communities and all other stakeholders.

## **TERMS OF REFERENCE**

**Project Title:** UNEP/GEF “Land Restoration and Ecosystem Service Improvement through Use of

**Leading Organization:** The Regional Environmental Centre for the Caucasus (REC Caucasus)

**Post Title:** PPG Manager/Coordination and Monitoring

**Contract type:** Service Agreement

**Starting Date:** December 2023

**Duration:** 15<sup>th</sup> December 2023 – 30<sup>th</sup> April 2024

**Duty Station:** Republic of Armenia

## **THE MAIN DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the UNEP Designated Authorities will have the following responsibilities:

1. Overall management (coordination) in the execution of the envisaged activities during PPG including the control the quality of inputs by the national and international consultants and the executing agency;
2. Supervise and coordinate the production of PPG results, as per the PPG work plan and ensure timely submission of the project package;
3. Coordinate the process of selection of Technical and International Expert(s), and stakeholders;
4. Select and engage stakeholders, and support specific analyses to enable detailed design of the project,
5. Organize stakeholder consultation/inception meetings and develop stakeholder engagement report;
6. Coordinate the PPG team in conducting assessments, studies for the project baseline, including regulatory frameworks, policies, traditional knowledge, capacity needs assessments, social and gender equality, gender action plan, etc. and consultations of key stakeholders,
7. Coordinate data collection and analysis between national partners and stakeholders;
8. Ensure TEs collects all relevant information needed for IE to develop one project document;
9. Provide an overall orientation to the PPG team in relation to UNEP requirements for project planning and monitoring with particular attention given to defining the technical specifics, implementation arrangements and associated budgets for the project outputs and activities;
10. Define and submit a detailed methodology and work plan in consultation with the national executing and partner agencies with clear delegation of responsibilities;
11. Develop the project governance structure, implementation and reporting arrangements and financial mechanisms to be applied by the project;
12. Maintain continual engagement and consultation with executing agencies, PPG team, stakeholders and UNEP during PPG implementation;

13. Assist IEs in development of GEF Project Document,
14. Coordinate the process of obtaining co-finance letters from national and international partners;
14. Prepare the PPG final narrative and financial reports,
16. Perform any other national coordination duties relevant to the assignment and present payment requests to REC.
17. Provide continuous linkage with GEF national focal point agency and receive approval for the project final package to be submitted to UNEP and CEO endorsement.
18. With the International Expert on Project Development and the International Expert on Agrobiodiversity, Restoration and Capacity Building participates in the selection process of Technical Experts

#### **Competencies:**

- Professionalism: Management knowledge on agrobiodiversity conservation and use, including fruit and nut tree species; management knowledge necessary for the conservation and sustainable use and restoration of forest areas and degraded lands, taking into account changing environmental conditions.
- Communication: excellent communication skills.
- Teamwork: good interpersonal skills and ability to establish and maintain working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect to diversity
- Technology awareness: fully proficient computer skills, especially in word processing, Internet and database utilization.

#### **Field of study:**

Advanced university degree (Master's degree or equivalent) in environment related science or social sciences.

#### **Experience:**

At least 5 years of management and coordination experience of GEF projects on agrobiodiversity conservation and use. Experiences of successful development and management of PPG phases of at least two approved GEF projects (submitted to CEO endorsement).

#### **Language:**

Excellent writing and speaking skills in Armenian and Russian. Working skills in English is an advantage.

#### **Outputs, Terms and Conditions for provision of services**

Major outputs should be delivered by the incumbent together with (a) Technical Experts on Policy and Stakeholder Engagement, (b) Land Restoration and Innovations and (c) Gender and Capacity Building in close coordination with the UNEP designated authority and (d) International Experts on Project Development and (e) International Expert on Agrobiodiversity, Restoration and Capacity Building:

- Preparation and development of necessary documents and reports needed for CEO Endorsement of the full project document of UNEP/GEF "Land Restoration and Ecosystem Service Improvement through Use of Fruit and Nut Tree Biodiversity in Armenia" project.
- Management/coordination of the whole process of PPG development.

#### **Tentative schedule for delivery of outputs by the consultant: End of March, 2024**

#### **Payment mode**

1. Lump sum payable consultancy fee (35 %), upon sending first assignments to International and Technical experts.

Till the second payment mode managing/coordinating assignments of PPG team experts and executing daily management of all activities connected with PPG, control the quality of all kind of inputs,

2. Lump sum payable consultancy fee (35 %) upon receiving final reports from International and Technical Experts and sending second assignments to International and Technical Experts.

Till the third payment mode managing/coordinating assignments of PPG team experts and executing daily management of all activities connected with PPG.

3. Lump sum payable consultancy fee (30 %) upon satisfactory completion of the task and upon approval by the UNEP designated authority for all deliverables that includes final project document with its co-financing letters and PPG final narrative and financial reports

In addition to the consultancy fee the expert will be paid cost of field trips and taxi fees, provided with accommodation, per diems, local transport during in country missions according to REC Caucasus established rates and procedures.

Interested candidates should submit their updated CVs and cover letters to the following address: [info@rec-caucasus.org](mailto:info@rec-caucasus.org) by the 11<sup>th</sup> of December, 2023, by 12:00 a.m. EVN time. Late or incomplete applications will not be considered.