

Appendix 5: Terms of Reference for Key Project Personnel

Project Management Unit

- Project Director/ Stakeholder Engagement Officer - national
- Project Coordinator – national
- Chief Technical Advisor / PA expert (*Conseiller Technique Principal / expert en AP*) - international
- Financial Officer (*Financier*) – national
- Support staff x 2 (*personnels d'appui*) – national

Project Director/ Stakeholder Engagement Officer - national

The Project Director / Stakeholder Engagement Officer will support the Project on behalf of MFESD. He/she will also be responsible of the supervision of the Project Coordinator (PC) and for the active involvement of stakeholders in the detailed formulation and implementation of all project activities. He will be appointed by MFESD and will be seconded to the project.

Duties and Responsibilities

- Support project execution as required
- Advising the PC on the development of project stakeholder outreach and engagement strategies; supporting the PC with operationalizing the strategy and on-going monitoring of its performance.
- Supporting in the organization of required stakeholder (including community) meetings and other participatory consultations.
- Working closely with the PC, various ministries, non-governmental organizations (NGO), Community-Based Organizations (CBO) and other partners, for stakeholder participation in the design, implementation and operation of detailed project activities.
- Assessing implementation of the stakeholders including communities participation strategy at each project site and assisting in preparation of reports with estimates of the stakeholders overall contribution, including data on the cost of co-financing
- Monitor PPPs or partnership agreements undertaken by the project, manage the relevant risk mitigation strategy, and report directly to the PSC including on an ad hoc basis as required
- Advising on the design and supporting the execution of beneficiary assessments to be conducted.
- Performing other related duties as may be assigned by the Ministry but which are in line with project approved objectives and outputs

Qualifications and Skills

- Bachelor's or master's degree related to environment/biodiversity or in sociology, rural development, or another closely related field.
- Previous experience of project coordination, ideally some exposure to GEF.
- Strong knowledge of the stakeholder context of the project, developed through a track record of related work (e.g. within government or NGOs).
- Strong understanding of primary industries and extractive sectors, with track record of working constructively with private sector partners
- Five years' relevant project experience working with rural communities and in the application of participatory methods.
- Good written and oral communication skills and proficient computer skills.
- Native French fluency. Facility with one or more of the vernacular languages of the project sites would be preferred. Skills in English desirable

Project Coordinator - national

The Project Coordinator, will be a locally recruited national selected based on an open competitive process, managed by the Ministry of Forest Economy and Sustainable Development (MFESD) in consultation with UNEP. He/she will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. He/she will be hired full-time on a 3-year contract with the option of renewal by agreement with the PSC. The PM will report to the Chair of the Project Steering Committee in close consultation with the UNEP Task Manager for all of the Project's substantive and administrative issues. From the strategic point of view of the Project, the PM will report on a periodic basis to the PSC.

Duties and Responsibilities

- Supervise and coordinate the production of project outputs, as per the project document in a timely and quality fashion;
- Mobilize all project inputs in accordance with UNEP procedures;
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs;
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts;
- Prepare and revise project work and financial plans, as required by PSC and UNEP;
- Liaise with UNEP, the PSC, relevant government agencies, and all project partners, including donor organizations and NGOs for effective coordination of all project activities;
- Facilitate administrative backstopping to subcontractors and training activities supported by the Project;
- Oversee and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical reports, quarterly financial reports, and other reports as may be required by UNEP, GEF and other oversight agencies;
- Disseminate project reports and respond to queries from concerned stakeholders;
- Report progress of project to the PSC, and ensure the fulfilment of PSC directives.
- Document the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally;
- Ensure the timely and effective implementation of all components of the Project;
- Coordinate and assist scientific institutions with the initiation and implementation of all field studies and monitoring components of the Project
- Carry out regular, announced and unannounced inspections of all sites and the activities of the project site management units.

Qualifications and Skills

- A recognized university degree (preferably MSc or PhD) in a subject related to biodiversity, natural resource management or environmental sciences;
- At least 10 years of experience in natural resource management, ideally in the context of PA planning and management;
- At least 5 years of demonstrable project/programme management experience. Relevant qualification such as PRINCE2 or MSP preferred;
- Ability to effectively coordinate a large, multi-stakeholder project, including working effectively within Government;
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Strong drafting, presentation and reporting skills, as well as modern computing skills;
- Excellent knowledge about the political and socio-economic context related to the project, protected area system, biodiversity conservation at national and sub-national levels;

- Native fluency in French, and excellent command of English

Chief Technical Advisor / PA expert (*Conseiller Technique Principal / expert en AP*) - international

The Chief Technical Advisor (CTA) / Protected Area Expert will be internationally recruited based on an open competitive process, jointly undertaken by the MFESD and UNEP. His/her main responsibility is to ensure the technical soundness of the project's delivery.

Duties and Responsibilities

- Provide technical and strategic assistance to the Project Manager, PSC and other project counterparts in areas of project management and planning, in particular the development of annual work plans, monitoring progress, providing quality assurance for outputs, and ensuring that annual, mid-term and end-of-project targets will be met;
- Bring technical experiences to project planning and implementation to ensure that full use is made of global and national lessons learned, and that best practices are used to achieve the project goal of realizing sustainable PA management within the landscape context, securing biodiversity and ecosystem services;
- Provide technical advice to the Project Manager in preparing Terms of Reference for consultants and sub-contractors, and provide assistance in the selection process;
- Provide technical advice to Community Outreach Officers (x2) on site-level activities;
- Provide technical support to the Project Manager in coordinating the work of all consultants and sub-contractors, ensuring timely and quality delivery of expected outputs, synergy among the various sub-contracted activities, and integration of project outputs into Government work;
- Provide technical guidance for management of site activities, monitoring, and impact assessment, as well as technical support in the areas of: inter alia, biodiversity conservation, strategic planning, landscape planning and associated institutional capacity development, PA integration and mainstreaming, as well as conservation finance.
- Assist and advise the PA managers in key strategic and policy issues related to biodiversity, protected areas, institutional strengthening processes, and appropriate monitoring and evaluation systems and knowledge management systems;
- Guide the PSC Chair and Project Manager with technical input in preparation of the inception report, Project Implementation Review / Annual Project Report, and technical reports for submission to UNEP, the GEF, other donors and the Government, as required;
- Advise the PSC Chair and Project Manager in mobilizing staff and consultants in the conduct of a mid-term project review, and in undertaking revisions in the implementation programme and strategy, based on evaluation results;
- Provide capacity building support to PA managers and staff;
- Advise the PSC Chair and Project Manager in liaison work with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities, and coordination with local, national and international complementary projects and programmes;
- Advise the Project Manager in documenting lessons learned through implementation of the project and assist in making recommendations to the PSC for more effective implementation and coordination of project activities;
- Produce policy briefing papers and technical reports to support decision-making processes, advocacy and knowledge management;
- Perform other tasks as may be requested by the PSC Chairman or Project Manager.

Qualifications and Skills

- Recognized international technical profile on relevant aspects of PA management including connectivity, co-management, PA-related livelihoods, engagement of the private sector, etc. including track record of publications, reports, and presentations.
- MSc or – preferably – PhD in a related field.
- Experience working with UNEP and/or GEF, and strong understanding of delivery expectations for a project of this nature.
- Fluency in French and English.
- Previous experience working in central (ideally) and/or Francophone Africa. Knowledge of the Mayombe context

Financial Officer (*Financier*) – national

The Financial Officer provides project administration and financial support to the Project Manager as required by the needs of the individual project or Project Manager. Specific tasks would include:

Provision of administrative services:

- Set up and maintain project files
- Collect project related information data
- Update plans
- Support the quality review process
- Support Project Board meetings
- Take lead in the project procurement of equipment and services

Project documentation management:

- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports
- Lead development and respect of project financial and administrative procedures manual

Financial Management, Monitoring and Reporting:

- Assist in the financial management tasks under the responsibility of the Project Coordinator
- Provide support in the use of UNEP templates for financial monitoring and reporting
- Assisting in annual/periodic action plans development and implementation
- Ensure project financial monitoring and utilization according to the approved project activities

Others: Execute any other activities in relation to his/her function as requested by PC or through PC by the Ministry or UNEP

Qualifications and Skills

- University degree in accounting, finance or related field;
- Solid experience of budgeting, planning and reporting on a donor-funded project. Ideally some exposure to GEF and/or UNEP.
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Appropriate French and English language skills, both spoken and written

Support staff x 2 (*personnels d'appui*) – national

Up to 2 additional staff may be recruited based on identified needs for driver, logistics support, etc.