Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project

Terms of Reference (TOR)

Integrated Coastal Zone Management (ICZM) Officer

Project Background

This project aims to support adaptation efforts of Egypt in the Nile Delta which is identified by the Intergovernmental Panel on Climate Change (IPCC) in its Fourth Assessment Report as one of the world’s three “extreme” vulnerable hotspots.

The objective of the project is to reduce coastal flooding risks in Egypt’s North Coast due to the combination of projected sea level rise and more frequent and intense extreme storm events. Output 1 focuses on constructing 69 km of sand dune dikes along five vulnerable hotspots within the Nile Delta that were identified during an engineering scoping assessment and technical feasibility study. Output 2 focuses on the development of an Integrated Coastal Zone Management (ICZM) plan for the entire North Coast, to manage long-term climate change risks and provide Egypt with adaptability to impending flood risks.

The project will facilitate transformational change in the short-term by reducing coastal flooding threats along vulnerable hotspots in the Delta and in the long-term by integrating additional risks of climate change into coastal management and planning, budgeting and implementation of risk reduction measures. The Project is implemented by the Ministry of Water Resources and Irrigation and is funded from the Green Climate Fund (GCF). The project is managed by a Project Management Unit (PMU) which is led by the executive project manager and includes a number of staff assisting the manager in carrying the various management tasks.

The project seeks to recruit an ICZM officer to work within the PMU.

Duties and responsibilities:

Under the full supervision of the Project Manager and oversight of the Water Resources and Irrigation and of UNDP, the Project ICZM officer will have the following duties and responsibilities:

- Supervision of the Integrated Coastal Zone Management (ICZM) component activities of the project including liaising, monitoring and overseeing project consultants for all ICZM related activities.
- Preparation of weekly/monthly reports on the ICZM component progress report any risks that may delay the progress to the project manager.
- Preparation of work plans for project outputs and activities.
- Ensuring that all environmental and social safeguards which are required by GCF and the national regulations are implemented at all project sites.
- Assistance in the development and supervision of the implementation of the project Gender Plan.
- Providing technical support to the project procurement and consultative processes, workshops, and other meetings to be organized as part of the project outputs and activities including, but not limited to, preparation of Terms of References (ToR), briefing notes, background papers; presentations; and assisting national and/or international experts or consultants in performing their assignment.
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- Assisting the project manager and staff in carrying out other project work as required including field work at project construction sites.
- Preparation of all required document and make all necessary arrangement to facilitate the work of the project steering and executive committees.
- Representing and promoting the Project in national and international arenas as required and maintain close and continued collaboration with development partners relevant to the Project;
- Providing insight and guidance to the Project Management Unit (PMU) on all matters pertaining to the smooth operation of the project outputs and activities;
- Providing support to the Project Manager in identifying and recruiting motivated and competent staff, formulating their responsibilities as well as appraising their performance.
- Ensuring successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project’s log-frame matrix and within the planned schedule and budget:
  - Ensuring full compliance with the UNDP and GCF branding policy.
  - Performing other related duties to his position as required.
  - Ensuring work confidentiality all the time.

**Expected Qualifications and Experience:**

**Education:**

- A University degree in environment, engineering, sustainable development or other relevant disciplines.

**Experience:**

- Minimum of five (5) years of professional experience in the field of shore protection and coastal zone management or other relevant projects.
- Previous work experience with similar projects, in particular with international agencies, is strongly recommended
- Familiarity and prior experience with UNDP requirements and procedures is preferable but not mandatory.
- Demonstrated experience and success in the engagement of and working with government counterparts and the private sector;
- Knowledge of institutions at national and local levels would be an advantage;
- Computer proficiency (MS Office packages, Internet) is a must.

**Competencies:**

**Job Knowledge & Expertise:**

- Good analytical and problem-solving skills and the ability to make prompt appropriate actions.
- Ability and demonstrated success to work in a multi-disciplinary team.
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals.
- Proven ability to think strategically, express ideas clearly and concisely, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture.
Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project

Language Requirements:

- Proficiency in English and Arabic Languages are essential.

Application:

Interested applicants must submit their application, specifying the title of the post “Integrated Coastal Zone Management (ICZM) Officer”.

Please submit your application with an updated Personal History Form ([P11 form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)) including past experience with at least 3 references to the following email:

Dr. Mohamed Ahmed at Egyptgcfproject@gmail.com