United Nations Development Programme

Terms of Reference
Project Coordinator (National)

<table>
<thead>
<tr>
<th>Project Title</th>
<th>NAPA Full Scale Project (Strengthening the Resilience of Small Scale Rural Infrastructure and Local Government Systems to Climatic Variability and Risk)</th>
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</thead>
<tbody>
<tr>
<td>Position title</td>
<td>Project Coordinator</td>
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<tr>
<td>Type of Contract</td>
<td>Service Contract (SC)</td>
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<tr>
<td>Level</td>
<td>SB-5</td>
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<tr>
<td>Duration</td>
<td>1 year, extendable</td>
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<tr>
<td>Duty Station</td>
<td>Dili, Timor-Leste</td>
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<tr>
<td>Expected Start date</td>
<td>June, 2013</td>
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<tr>
<td>Organizational Unit</td>
<td>UNDP – Environment Unit</td>
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<tr>
<td>Main Office</td>
<td>Ministry of State Administration (MSA)</td>
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<tr>
<td>Entitlements/Benefits</td>
<td>Please obtain from the UNDP Human Resources Unit</td>
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Objectives:

The Project Coordinator (PC) is a senior staff. The PC will report to the International Environment Engineer/ Project Manager and will be responsible for the day-to-day management, administration, coordination, and technical supervision of project implementation. The PC will lead the project team through the planning, implementation, and delivery of policies, reports, knowledge products, and other results approved in the project document and annual work plans. S/he will provide overall operational management for successful execution and implementation of the programme. S/he will be responsible for financial management and disbursements, with accountability to the government and UNDP. The PC will be appointed by UNDP in close collaboration with the LGSP PM and the Project Board (MSA) and will monitor work progress, and ensure timely delivery of Outputs as indicated in the Strategic Results Framework on time and within budget. The PC will ensure provision of high-quality expertise and inputs to the project and also be responsible for day-to-day operations.

In carrying out her/his responsibilities, s/he will advocate and promote the work of adaptation to climate variability in Timor Leste and will also closely work and network with the relevant government agencies, UNDP, the private sector, NGOs, and civil society organizations.

Background:

1. The Government of Timor Leste (GoTL) has recently published its Strategic Development Plan (SDP, 2011-2030), which sets out an agenda for action with a focus on promoting Social Capital, Infrastructure Development and Economic Development, underpinned by a further focal area on Institutional Development. The Strategy maps very closely to the National Adaptation Plan of Action (2010) and the NAPA objectives are embedded within the SDP, thereby becoming integral with the Government’s vision for the future development of the country. One of the
national development targets for 2020 is that “70% of National Adaptation Programmes of Action under the United Nations Framework Convention on Climate Change will have been implemented”.

2. The GoTL’s Ministry of Economic Development (MED) requested UNDP to assist in formulation and implementation of projects to implement NAPA priorities, in its capacity as Implementing Agency accredited to the Global Environment Facility (GEF) that administers the Least Developed Country Fund (LDCF). The GoTL through UNDP has prepared and successfully submitted a concept (Project Identification Form, PIF) that was approved by the GEF Secretariat in November 2011 and a Project Preparation Grant (PPG) to design a Full Scale Project that was approved in April 2013. The FSP “Strengthening the Resilience of Small Scale Rural Infrastructure and Local Government Systems to Climatic Variability and Risk” is now ready to be implemented.

3. UNDP is supporting the Country’s Local Governance Support Programme (LGSP) which is jointly funded by Norway and Irish Aid. The programme is strengthening the quality of local government planning, budgeting and service delivery, with a specific focus on rural infrastructure provision. This initiative provides the main entry point for introducing additional LDCF climate financing, which will be used to ensure that climate risks are integrated into local development plans, and that local investments in critical rural infrastructure are climate proofed against extreme events as well as increasing climatic variability.

**Scope of work / Expected Output / Timelines:**

Under the overall supervision of the Environmental Engineer/Project manager, the Project Coordinator responsibilities will be to:

- Facilitate the day-to-day functioning of the PSU;
- Coordinate the distribution of responsibilities amongst team members and organize the monitoring and tracking system of all cluster services;
- Manage human and financial resources, in consultation with the project’s senior management, to achieve results in line with the outputs and activities outlined in the project document;
- Plan the activities of the project and monitor progress against the initial quality criteria;
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- Manage requests for the provision of financial resources by PM and UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
• Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
• Responsible for preparing and submitting financial reports to PM and UNDP on a quarterly basis;
• Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
• Be responsible for managing issues and requests for change by maintaining an Issues Log;
• Prepare the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the PM for further discussion on LGSP overall progress in the Project Board and Project Assurance;
• Prepare the Annual review Report, and submit the report to the PM;
• Prepare the AWP for the following year, as well as Quarterly Plans if required;
• Update the Atlas Project Management module if external access is made available
• Work with co-funding partners to ensure that their activities/programs are integrated and complementary with those of the LDCF project.
• Link up project activities with related and parallel activities both within MSA (Outcome 2 and 3) and MCIE (Outcome 1) and with external implementing partner agencies;
• Support the PM in organizing Project Board meetings;
• Report and provide feedback to UNDP-GEF and the PM (and thus Project Board) on project strategies, activities, progress, and barriers;
• Manage relationships with project stakeholders including donors, NGOs, government agencies, and others as required.

Qualifications/ Requirements

• University graduate in infrastructure, environmental science, geography, natural resource management and/or related field with at least 7 years working experience for Bachelor degree and 5 years experience for Masters degree in project management, implementation, and project coordination in the area of infrastructure, environmental, geography, natural resource management or related field.
• Sound policy understanding of global development concerns, climate change discourse, and adaptation to climate change
• Extensive business and information exchange contacts with national and international agencies involved in local and international studies of climate change, in general, and adaptation, in particular
• Excellent inter-personal, communication and negotiating skills
• Previous work experience in the country on issues relevant to the project
• Ability and willingness to travel within and outside Timor Leste
• Demonstrable skills in office computer use - word processing, spread sheets etc.
• Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders in Timor Leste
• Excellent verbal and written skills in English and Tetun

Competencies
• Demonstrates integrity and commitment to UN principles and values and ethical standards
• Strong interpersonal and communication skills
• Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
• Ability for team working;
• Self-management, emotional intelligence and conflict management;
• Analytical and strategic thinking/results orientation;
• Knowledge sharing.
• Experience in managing and coordinating teams
• Experience in participating and following the project cycle, creative capacity solving problems
• Computer literacy (e.g. Microsoft Word, Excel, Power Point) is a prerequisite.

Please submit your applications together with your curriculum vitae, P11, including a list of references and relevant supporting documents (including academic qualifications) to the following address:

Human Resources Unit
United Nations Development Programme
Obrigado Barracks Compound, Building 11
Caicoli Street,
Dili, Timor-Leste
Fax: +670 3313534
E-mail: hr.staff.tp@undp.org

The deadline for submitting applications is 13 August 2013

Only short-listed candidates will be notified. Women candidates are strongly encouraged to apply.