TOR Project Manager

Development of Egypt’s First Biennial Transparency Report and a combined Second Biennial Transparency and Fifth National Communication Report to the UNFCCC Project

Project Background
The project will strengthen institutional and technical capacities in Egypt to mainstream climate change concerns into sectoral and national development priorities by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Report processes to date.

The project will enable Egypt to prepare and submit its First Biennial Transparency Report (1BTR), and the Fifth National Communication and Second Biennial Transparency Report (5NC/BTR2) to meet its reporting obligations under the UNFCCC and the Paris Agreement in line with the Modalities, Procedure and Guidelines (MPGs) for the transparency framework for action and support referred to in the Article 14 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. Moreover, the project will also enable Egypt to prepare and submit its Adaptation Communication to the UNFCCC as a component of the 5NC/BTR2 in line with Article 7 of the Paris Agreement and Decision 9/CMA.1.

The project is implemented by Egyptian Environmental Affairs Agency (EEAA) through UNDP’s National Implementation Modality (NIM) in collaboration with UNDP and is funded by the Global Environment Facility (GEF).

Please send applications to khadija.hafez@undp.org

Duties and responsibilities:
Under the full supervision of EEAA and oversight of UNDP, the Project Manager will be responsible for operational project management in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects, including:

Managerial roles
- General coordination, management and supervision of day to day project implementation; and Project Management Unit including recruitment and management of project staff
- Managing procurement to ensure timely involvement of local and international experts, organisation of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;
- Preparing final ToR for all work activities with the respective competent leaders for; all senior staff assignments and consulting agreements, both national and international, and to execute work agreements and contracts for all national project professional and administrative personnel;
- Supervising and coordinating the contracts of the experts working for the project;
- Consult with the project advisors, individually or as a group on technical matters;
- Convene the Project Board meetings and consultation and results dissemination workshops
- Monitor all expenditures and ensure that the project proceeds in compliance with UNDP, GEF, GoE budget and accounting guidelines;
• Submission of bi-annual project progress reports to UNDP and EEAA and other required annual reports to the Project Board and GEF;
• Ensuring effective dissemination of and access to information on project activities and results, (including a regularly updated project website);
• As applicable, communicating with project’s international partners and attracting additional financing in order to fulfil the project objectives; and
• Ensuring otherwise successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project’s logframe matrix and within the planned schedule and budget.

Technical roles
• Revise and verify the current national Greenhouse Gases (GHG) emission inventory estimations and calculations.
• Review and compile national mitigation policies, mitigation actions, and adaptation actions to ensure integration into BTR and NC reports
• Successful inception phase of the project including successful coordination of the inception workshop containing all relevant stakeholders and preparing the inception report.

Expected Qualifications:
• At least Master’s degree in environmental engineering, environmental science or related discipline
• At least 10 years of professional experience in the area related to climate change mitigation and adaptation, and GHG emission calculations
• Experience in managing projects of similar complexity and nature with international agencies, including demonstrated capacity to actively engage with different stakeholders to achieve the project objective;
• Demonstrated experience and success in the engagement of and working with government bodies, financing institutions, international agencies, private sector and NGOs, creating partnerships and leveraging financing for activities of common interest
• Good analytical and problem solving skills and the related ability to adaptive management with prompt action on the conclusion and recommendations coming out from the project’s regular monitoring and self-assessment activities as well as from periodical external evaluations;
• Ability and demonstrated success to work in a multi-disciplinary teams representing climate change experts, to effectively organize and lead it and to motivate its members and other project counterparts to effectively work towards the project’s objective and expected outcomes;
• Good communication skills and competence in handling project’s external relations at all levels; and
• Fluency in English and Arabic languages
• Familiarity and prior experience with UNDP requirements and procedures are considered as an asset