

Terms of Reference for a Programme Officer

In the framework of the Project “Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of Nexus approach” supported by the Austrian Development Agency and implemented by the Global Water Partnership - Mediterranean

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| Type of Contract: | Service Contract: the successful candidate will be contracted by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med |
| Duty Station: | Tirana, Albania |
| Duration: | One year, with possible annual renewal |
| Occupation: | Full time engagement |
| Remuneration Level: | Starting from 21,600 Euros annually, including all taxes and social security charges; the actual remuneration level will be formulated based on the qualifications and experience of the expert to be hired |

Background

Advancing the Water-Energy-Food-Ecosystems Nexus (Nexus)ⁱ approach in South-eastern Europe (SEE) is one of the key strategic actions of the dimension Environment of the **regional growth strategy** entitled “SEE 2020 – Jobs and Prosperity in European Perspective” developed under the Regional Cooperation Council (RCC). The main aim of this strategic action is “*to identify steps and measures necessary for advancing the Water, Energy and Food nexus approach at national and trans-boundary levels and investigate opportunities of launching a political process under the RCC for the enhancement of cooperation in the SEE in the field of Transboundary Water Resources Management*”.

Serving the SEE2020 Strategy, the Project is designed to foster the achievement of the following Key Strategy Actions under the Dimension “Environment” of the SEE 2020:

- *Identify steps and measures necessary for advancing the water, energy and food Nexus approach at national and transboundary levels and investigate opportunities for launching a political process under the RCC for the enhancement of cooperation in the SEE in the field of TWRM;*
- *Develop and put in place measures necessary for commencement of the Regional Integral Water Management Framework Agreement implementation*

In this context, the Project’s **purpose** is to introduce the Water-Energy-Food-Ecosystems Nexus approach and catalyse action for its adoption and implementation in the Region’s Economies (Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovoⁱⁱ, Montenegro and Serbia), at the national and transboundary basin levels. Doing so, the Project will

ⁱ The Water-Energy-Food-Ecosystems Nexus (Nexus) approach has been introduced in the natural resources management agenda to facilitate the enhancement of water, energy and food security, while preserving ecosystems and their functions, and increasing climate resilience, by reducing trade-offs, shifting towards more sustainable consumption patterns and improving demand management, building synergies and improving governance across sectors. A Nexus approach supports the transition to a Green Economy, which aims, among others, at resource use efficiency, greater policy coherence including towards GHG emission reductions and adaptation resilience.

ⁱⁱ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

also enable the identification of nexus related issues to be addressed, with priority in the geographical areas that its activities focus on (transboundary basin of Drin, transboundary basin of Drina and Albania), and create the conditions for financing actions to address four of these issues.

The **strategy** of the Project to achieve the expected results is to introduce the Nexus approach to the ministries responsible for and the stakeholders related to the nexus sectors, facilitate action for its adoption and identify those interventions that will enable water, food, and energy security without jeopardising the well-being of the ecosystems.

The project is expected to last until 30 October 2021.

The Global Water Partnership-Mediterranean (GWP-Med) is responsible for the overall coordination and management of the Project. The Project is implemented in cooperation with UNECE.

The Project Team comprises of a Project Coordinator (PC) having overall responsibility for the Project, a Project Manager (PM) having responsibility for the day-by-day Project management, both located in Athens, and the Dialogue Coordinator (DC), located in Albania. The Programme Officer (PO) advertised in this Call will serve as the Dialogue Coordinator in the context of the Project.

The Project Team is supported by Administrative and Financial staff, located in Athens. The Project is governed by a Steering Committee with representatives of the beneficiary countries. Separate Steering Committees involving local stakeholders will be set up for each of the Dialogue Processes in Albania and in the Drin and Drina river basins.

1. Duties and responsibilities of the Programme Officer

The Programme Officer serving as Dialogue Coordinator (DC) for the Project, will work under the direct supervision of the Project Manager (PM) and report to him. The primary task of the PO is to provide managerial -assisting the PM-, technical, administrative and any other substantial input for the implementation of the activities under the National and Transboundary Dialogue Processes mentioned in the Background section. She/he shall also consult and coordinate with, as necessary, the senior representatives of partner institutions. Her/His work will ensure that the activities produce the Project results, to the required standard of quality. The PO will also provide support for the implementation of activities within the GWP-Med portfolio in fields related to her/his expertise as necessary and requested by the PC, including under the Global Environment Facility (GEF) supported Project *“Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin”*.

More specifically the PO will have the following specific duties:

Management

1. Assist the PM in the preparation of annual and quarterly work-plans and progress reports as well as annual and quarterly budgets.
2. Assist the PM in managing the implementation of the Dialogues’ workplan and activities; in this framework the PO in addition to the delivery of assigned tasks, will manage specific project activities.

3. Coordinate with Project Partners and with experts that may be hired for the successful implementation of activities, ensuring that workplans are followed, that deliverables are prepared at optimal quality and according to the respective ToR and that administrative procedures are followed.
4. Prepare the necessary documentation for the procurement of services and goods and deliver these procurements in coordination with the PM and the delegated Finance Officer of GWP-Med.
5. Organise meetings held in the context of the Project (consultation meetings, Steering Committee meetings, workshops etc), including logistic arrangements (venue, accommodation, travel). Assist in the identification of speakers and invitees, the preparation of relevant documentation (including agenda, background note, list of participants) and the preparation of the Report of the Meetings, including minutes.
6. Handle administrative arrangements as required by the needs for the implementation of the activities.
7. Liaise with and ensure cooperation/coordination and good working relations with National Institutions and Organizations as well with Developmental Partners for implementing the Project as well as for enabling the achievement of the overall strategic goals of GWP-Med.
8. Assist the Project Coordinator of the Drin Project to perform the above in the case of the Drin Project as per emerging needs. Coordinate in this regard with the Drin Project Officers.
9. Perform other duties as required.

Technical Input

- Provide technical input to the Project Team and Project partners for the full and effective implementation of the activities, based on her/his professional background and experience. Technical input includes (the list is not exhaustive): contribution to the preparation of technical reports, studies or part of studies and other outputs; collection and synthesis of background information; stakeholders and institutional mapping and analysis etc.
- Provide oversight and guidance in coordination with the PM, to international and national consultants recruited to implement activities, develop deliverables etc. Ensure, for the activities she/he manages, that national and international consultants prepare adequate work plans, prepare their deliverables in accordance with the ToR, etc.
- Create, maintain and update a database of Policy Documents, Strategies and Plans in each of the Nexus Sectors in each Economy.
- Assist in the acquisition of background information, documentation or data, necessary for the implementation of activities and preparation of relevant reports or studies, in coordination with external experts and/or Project Partners.
- Moderate, facilitate discussions during consultation meetings.
- Handle or assist in -as necessary- the recruitment / mobilization of qualified national and international external experts and organizations as needed to provide specific consultancy services; in this regard define the technical responsibilities and deliverables expected from national and international consultants and service providers and elaborate them in comprehensive Terms of Reference.
- Coordinate with the project's Communications Officer for the preparation of the Communications Strategy for each Dialogue Process and for the effective dissemination of the project's activities and outputs.
- Assist the project's Gender Expert for the preparation and organisation of the 2 Regional Capacity Building Workshops on Gender.

- Represent, as necessary, the project at the Steering Committee meetings, technical meetings and other appropriate fora at regional and international levels substituting the PC or PM.
- Ensure that the activities take into consideration local realities and adjust to potential developments.
- Undertake any other actions related to the project as requested by the PM.
- Assist the Project Coordinator of the Drin Project to perform the above as per emerging needs. Coordinate in this regard with the Drin Project Officers.
- Provide technical expertise positioned directly within her/his technical expertise for the implementation of activities of GWP-Med in the Mediterranean as per emerging needs.

2. Key Competencies

Corporate competencies

- Able to coordinate well with diverse individuals and teams and to work effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, transparency and non-discrimination.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies

- Strong interpersonal and communication skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.
- Strong analytical, writing, reporting and presenting abilities.
- Must be able to demonstrate ability to make significant technical and management contributions to project implementation.

Other

- Be prepared to make national or international travels according to the project needs.

3. Qualification and Experience

Academic Qualifications

- University and Post-graduate degree (Masters or equivalent) in environmental management, water resources management, energy or a directly related field (e.g. integrated water resources management, natural resources management, biology, agricultural engineering etc.)

Work Experience

Required

- As least 7 years of professional experience.

- At least 5 years of work experience in fields related to the assignment (e.g. water resources management; policy in the fields of energy and/or agriculture and/or environmental protection; stakeholders' consultation, dialogues and engagement).

Desired

- Working experience in the field of Nexus approach or on integrated planning of water with other sectors including energy, food or environment.
- Working experience with energy or agriculture related issues.
- Working experience in the field of development of basin management plans or in the field of energy.
- Knowledge of the Regional Cooperation Council institutional setting and operations including in relation to the SEE2020 strategy.
- Very good understanding of the socio-economic and political background in South East Europe.
- Working experience with the project national institutions and stakeholders.

Language skills required

- English is the working language for this assignment, therefore excellent oral and written communication skills in English are required. Knowledge of Albanian is considered a strong asset; additionally so, knowledge of one of the languages of the beneficiary countries.