

Annex I: Terms of Reference for a Programme Officer

Job title:	PRIMA Project Manager
Reports to:	GWP-Med Head of Technical Water Solutions
Duty station:	Athens, Greece /Remote
Type of Contract:	Direct Contract (Self-employed in-house consultant / natural person)
Contract duration:	15/03/2026 - 31/12/2026, with possible renewal (subject to written amendment)
Occupation:	Part-time engagement - up to 480 hours total (time-based)
Maximum effort & rate:	Up to 480 hours at EUR 37.50/hour (maximum amount EUR 18,000.00)

1. Background and Context

The Global Water Partnership – Mediterranean (GWP-Med) is a Regional Water Partnership of the Global Water Partnership, working on sustainable water management, climate resilience, and technical water solutions in the Mediterranean region.

GWP-Med is a Consortium Member of “Neglected and Underutilized Species for waTer hArvesting and buiLdinG clImate Change resilience (NUSTALGIC)” Project, funded by the PRIMA Foundation, Grant Agreement No. 2411.

Within the NUSTALGIC project, GWP-Med is responsible for the implementation of Work Package 2 (WP2): Water Harvesting and Efficiency, which includes technical coordination, stakeholder engagement, reporting, and delivery of contractual outputs.

To ensure timely, compliant, and high-quality implementation of WP2, GWP-Med seeks to engage a PRIMA Work Package Project Manager under a direct contract with a self-employed natural person (eligible as direct personnel costs), acting as an in-house consultant.

2. Objectives of the Assignment

The overall objective of the assignment is to ensure effective management, coordination, and delivery of WP2 in line with:

- The PRIMA Grant Agreement
- The Description of Action (DoA)
- GWP-Med internal procedures and quality standards

Specific objectives include:

- Timely delivery of WP2 tasks, milestones, and deliverables
- Compliance with PRIMA contractual, reporting, and audit requirements
- Smooth coordination among WP partners and stakeholders

3. Scope of the Assignment and Responsibilities

3.1 Engagement Modality (PRIMA Eligibility)

The Expert:

- Is a self-employed natural person engaged under a direct contract
- Works under the supervision of the GWP-Med Head of Technical Water Solutions and designated Project Manager(s)
- Performs tasks as part of the GWP-Med team, using GWP-Med tools and procedures
- Works under conditions comparable to staff
- Records working time via approved timesheets
- Is remunerated on a time-based basis (EUR 37.50/hour)
- Provides services personally and may not subcontract without prior written approval

All outputs produced under this assignment are delivered to GWP-Med and are subject to acceptance in accordance with contractual and PRIMA rules.

3.2 Technical and WP Coordination Responsibilities

The WP Project Manager shall:

- Manage the day-to-day implementation of WP2
- Coordinate WP2 tasks, partners, and timelines
- Monitor progress against the DoA, milestones, and deliverables
- Support technical coherence and quality of WP outputs
- Manage external experts and contractors linked to WP2 activities

3.3 Administrative, Financial, and Reporting Responsibilities

The Expert shall:

- Contribute to WP-level inputs for technical and financial reporting
- Support monitoring of effort allocation and eligibility of activities
- Coordinate with the Finance & Administration Department on procurement, contracting, and compliance matters
- Prepare or consolidate:
 - WP progress updates
 - Inputs to periodic and final PRIMA reports
- Ensure documentation and evidence are available for reviews and audits

3.4 Communication, Representation, and Stakeholder Engagement

The Expert shall:

- Act as GWP-Med representative in the NUSTALGIC consortium, as delegated

- Ensure smooth communication with project partners
- Support liaison with national and local authorities, donors, and stakeholders
- Contribute to organization of meetings, workshops, and public events
- Support outreach, visibility, and communication activities in coordination with the Communications Department

4. Competencies

Corporate competencies

- Ability to coordinate effectively with diverse teams and to negotiate effectively with colleagues and stakeholders.
- Application of principles of ethics, integrity, transparency and non-discrimination and follows the organisation's ethos.
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability sensitivity and adaptability.
- Commitment to gender equality and zero tolerance for harassment.
- Treating all people fairly without favouritism.
- Strong alignment with the Vision and Mission of GWP.

Functional competencies

- Strong technical and project management skills.
- Excellent analytical, writing, reporting, and presentation skills.
- Strong interpersonal and communication skills in multi-stakeholder environments, including with donors and partners.
- Diplomacy and negotiation skills.
- Openness to feedback and change.
- Ability to work effectively under pressure.

5. Qualifications

Required

- At least MSc in Environmental, Civil, Hydraulic, Mechanical, Rural or Chemical Engineering; Water Resources Management; Sustainable Development; or a related field of environmental sciences.
- Minimum of 7 years of relevant professional experience in project management, technical project implementation, stakeholder engagement, and/or capacity building. Such experience can have been gained through implementation of projects for non-profit organizations, private entities/consultancy, research institutions, or public entities.
- Minimum of 5 years of relevant professional experience on climate adaptation planning and development of water resilient projects,
- Minimum track record of three projects supporting countries in drought risk/vulnerability assessment and Drought Management Planning,
- Minimum track record of one project supporting the deployment and scaling-up of innovative climate resilient technologies, such as smart irrigation, WEFE nexus solutions, etc.

- Excellent written and spoken English.
- Availability for national and international travel.
- Strong IT skills (word processing, spreadsheets, presentations, databases).
- Excellent written and spoken French.
- Excellent written and spoken Arabic.

Desired

- PhD in Environmental, Civil, Hydraulic, Mechanical, or Chemical Engineering; Water Resources Management; Sustainable Development; or a related field of environmental sciences.
- Knowledge of permitting and regulatory frameworks for technical installations.
- Understanding of EU policy and socio-economic context.
- Knowledge of governance and financial aspects of sustainable development.