**Terms of Reference**

**for a Senior Programme Officer**

Job title: Senior Programme Officer / Drin Riparian Coordinator

Reports to: Project Manager and, ultimately to the Deputy Regional Coordinator/ Theme Leader on Transboundary water resources management, WEFE Nexus, and Environment

Duty station: Pristina/place of residence, with international travel

Contract duration: One year, renewable

1. **Scope of the position:**

Reflecting priorities of the GWP Strategy 2025, thematic agendas addressed by the Global Water Partnership-Mediterranean (GWP-Med) include, but are not limited to:

* Water solutions for the Sustainable Development Goals, including
* Water Governance & Financing
* Water-Energy-Food-Ecosystems Nexus
* Source-to-Sea, including IWRM/integrated Coastal Zone Management
* Technical Water Solutions (including Non-Conventional Water Resources Management)
* Water-Employment-Migration
* Climate Resilience through Water
* Transboundary Water Cooperation

Furthermore, GWP-Med addresses three across-themes areas:

* Engaging private sector;
* Contributing to gender equality;
* Mobilizing youth for water security.

**GWP-Med is seeking to recruit a Senior Programme Officer (SPO) / Drin Riparian Coordinator (DRC) that will** contribute to meeting objectives and outcomes of the GEF supported project implemented by UNDP and executed by GWP-Med, entitled “Implementing the Strategic Action Programme of the Drin Basin to Strengthen Transboundary Cooperation and Enable Integrated Natural Resources Management” (Albania, Kosovo, Montenegro, North Macedonia).

**Project Description:**

The project aims at providing the populations of the Drin basin with improved water security, health conditions, more stable livelihoods, enhance resilience to climatic change and variability while promoting gender equality. To do so, the project will support and accelerate the implementation of the Strategic Action Programme developed during the foundational IW project and endorsed by the Drin Riparians at ministerial level on April 24, 2020. The SAP actions that the project will support include the development of technical tools; the filling of gaps in the understanding of the Drin Basin ecosystems functioning; the establishment of effective transboundary cooperation mechanisms among Drin Riparians and socio-economic sectors and the development of critical transboundary policy instruments; the promotion of sustainable water use to ensure ecosystem functioning and resilience. In addition to the transboundary cooperation mechanisms to be established, the project will enable the enhancement of long-term sustainability of achievements through the implementation of mechanisms for stakeholder’s participation, gender mainstreaming, dissemination, coordination and monitoring of progress and trends.

The project responds to the aims and objectives of the Drin Coordinated Action, that is the framework set by the Drin Riparians for the implementation of the Drin Memorandum of Understanding (Tirana, 25 November 2011). Within this institutional context, the Drin Riparians requested the project to: develop a Drin River Basin Management Plan, and initiate actions for the establishment of a sustainable joint coordination body in the form of the current institutional arrangement or an evolved one – a Drin Commission – that may be the result of the successful negotiation and signing of an international agreement for the management of the Drin Basin.

The SPO/DRC will manage the day-to-day project operations in Kosovo and provide technical input for the implementation of the project in the Drin Riparians and will support the Project Manager (PM) or undertake as appropriate, the coordination of the work of the international and riparian level consultants engaged for project implementation. The SPO/DRC will ensure effective communication with the authorities of the Drin Riparian that is based at.

1. **Duties and responsibilities**

The SPO/DRC will have the following specific duties:

*Management (20% time)*

* Day-to-day management of activities predominately in Kosovo but also in other Drin Riparians as per Project needs, contributing to the achievement of the Project’s outcomes and outputs.
* Assist/contribute as necessary in line with their level of responsibility the PM in the following tasks:
  + Catalyze the adaptive management of the project by actively monitoring progress towards achievement of project outputs and outcomes vis-a-vis the agreed progress indicators, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.
  + Ensure in meeting the financial delivery targets set out in the approved project annual work plans and contribute to the reporting on project funds and related record keeping.
  + Monitor and manage the project risks -including social and environmental risks- initially identified and submit newly identified 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.
  + Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans.
* Ensure close cooperation/coordination and good working relations with Drin Riparians institutions, organizations and developmental partners for implementing the Project. Serve as a project liaison to authorities, Drin Riparian-level civil society organizations, and other Drin Riparian-level stakeholders.
* Provide guidance regarding Drin Riparian stakeholders to the PM.
* Support the preparation of project work-plans as well as the operational and financial planning processes including project budget revisions as required by the needs of the project implementation.
* Ensure that Drin Riparian project activities/the activities that the SPO is responsible for are implemented according to the agreed project workplan.
* Provide inputs to narrative and financial reports (work progress and budgets) as agreed with the PM.
* Support the PM in the preparation for/organization and follow-up of the project board meetings.
* Contribute to administrative processes for the recruitment and procurement of quality services and equipment.
* Collect and report national information on co-financing to the Project Board.
* Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and prepare minutes from the meetings.
* Co-ordinate all project-related travel and accommodation in the respective Drin Riparian of responsibility.
* Assist in logistical organization of meetings, training and workshops.
* Ensure the proper day-to-day functioning of -an eventual- PMU office that is based at, by advertising riparian level and international procurement related to the Project, with support of the financial officer in GWP; supervising the provision and acquisition of all necessary supplies and services including maintenance contracts, office supplies and communications; arranging for customs clearance if required. The SPO/DRCs shall be responsible for the proper running and upkeep of the PMU hardware including the computers, copiers, etc. Maintain records over project equipment inventory.
* Monitor the implementation of project activities and assist the PM in monitoring budgets and financial expenditures and prepare draft budget revisions and working budgets.
* Oversee the work of Administrative Assistants (should these are recruited in the course of the project).
* Advise all project counterparts on applicable administrative procedures and ensure their proper implementation.
* Assist all PMU staff and international and riparian level experts in the Drin Riparian they are stationed with personnel matters relevant to the performance of official duties.
* Ensure coordination with the Project Partners towards successful implementation of the Project activities.
* Cooperate with the Finance/Administration and Communications Team of GWP, including by providing input/feedback related to her/his work agenda.
* Perform other duties as required.

*Technical Input (80% time)*

* Coordinate and provide technical input -directly within her/his technical expertise- for the implementation and documentation of project activities, including demonstration activities implemented, in a way that it is ensured that objectives are met, and envisaged outcomes and outputs are delivered as described in the Project Document and the activities’ ToR. In this regard the SPO/DRC will among others collect and synthesize background information and draft technical reports and parts of studies.
* Activities for which technical input will be necessary include:
  + under Component 1: the development of the updated Transboundary Diagnostic Analysis, the design of monitoring programs, analysis of status of freshwater dependent ecosystems and fisheries, assessment of sediment balance, information management system.
  + under Component 2: the development of the River Basin Management Plan, flood risk management plan in the White Drin Basin, harmonized management planning in protected areas, drought management plan in Kosovo and North Macedonia.
  + under Component 3: the development of the project fiches for the demonstration activities and provision of expert support on technical documentation for the related Call for Proposals; the implementation of the demonstration activities.
  + under Component 4: the implementation of the stakeholders engagement and communications activities.
* Coordinate activities in each of the Drin Riparians, towards the development and signing of the international agreement for the management of the Drin Basin. In this regard work and coordinate with the Project Team to enable the success of negotiations among the Drin Riparians.
* Ensure -in cooperation with and using advice by the PM- that the outputs are of the highest possible quality.
* Coordinate and facilitate, for the activities the SPO/DRC coordinates, inputs of authorities, partner organizations, scientific and research institutes, subcontractors, and riparian level and international experts in a timely and effective manner.
* Contribute to the recruitment / mobilization of qualified riparian level and international external experts and organizations as needed to provide specific consultancy services; in this regard contribute to defining the technical responsibilities and deliverables expected from riparian level and international consultants and service providers and to elaborate them in comprehensive Terms of Reference.
* Provide oversight and guidance to international consultants recruited to support specific areas of project implementation.
* Ensure, for the activities she/he coordinates, that riparian level and international consultants prepare adequate work plans, prepare their deliverables in accordance with the ToR.
* Prepare reports for the respective activities as requested by the PC/CTA.
* Assist the PM in the review of reports of riparian level and international consultants.
* Provide technical input to maintain and develop the project website.
* Prepare inputs regarding ‘lessons’ in the GEF Experience Notes format or for IW:LEARN as directed by the PM.
* Contribute to the work of the Communications and Knowledge Management Officer as necessary.

1. **Competencies:**

Corporate competencies

* Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
* Applies principles of ethics, integrity, transparency and non-discrimination and follows the organisation’s ethos.
* 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.
* Committed to the Vision and Mission of GWP.

Functional competencies

* Strong technical and managerial skills for substantive project implementation. Strong analytical, writing, reporting and presenting abilities.
* Strong interpersonal skills, communication skills, ability to manage staff. Demonstrated diplomatic and negotiating skills.
* Openness to change and ability to receive/integrate feedback.
* Ability to work under pressure and stressful situations.

1. **Qualifications:**

Required

* University degree in water resources, natural resources management, environmental policy, ecology, geology, or other relevant field of study.
* Minimum 5 years of experience in project management related to international or bilateral projects with relevance to water, climate change and environmental issues.
* Minimum 5 years of working experience in a transboundary context/project.
* Ability to support the work of multidisciplinary groups of experts.
* Good communication, problem solving and planning skills.
* Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
* Advanced proficiency in English and excellent knowledge of relevant Riparians’ languages.

Desired

* Working experience with water resources management in the Drin Basin.