

## **PROJECT MANAGER**

### **1. Background**

The UNDP-GEF project, titled “Strengthening the institutional capacity of African Network of Basin Organization (ANBO), contributing to the improved transboundary water governance in Africa” aims to strengthen the coordination and collaboration capacity of African Lake and River Basin Organisations and Commissions and cooperative frameworks for transboundary groundwater management, and their member states towards improved transboundary water governance in Africa. The project is designed to achieve this objective through strengthening the capacity of the African Network of Basin Organisations (ANBO). The project will support the implementation of the ANBO Strategy and Action Plan (of 2014). The project has two components. Component 1: Strengthening ANBO’s institutional and technical capacity as a technical arm of AMCOW, and Component 2: Supporting the capacity building of Lake/ River basin organisations, Groundwater Commissions and RECs to foster transboundary cooperation.

At the continental level, ANBO has been formally recognized as the technical arm of AMCOW on transboundary water resources management. The project will assist ANBO in effective execution of this role. At the national level, the project will engage with relevant entities of national governments which represent the respective governments at the Lake and River Basin Organizations as well as with Groundwater Commissions wherever these have been formed.

Project is financed by the Global Environmental Facility (GEF) and scheduled to be completed within 3 years. GEF Implementing Agency for the project is UNDP, while GEF Executing Agencies (EAs) for the project is OMVS and UNESCO on behalf of the ANBO and its members. For each GEF EA, a separate UNDP project document is developed which governs the respective budget managed by each GEF EA. Despite the two project document, the project will be managed as one and reported as one project to UNDP and to the Global Environment Facility.

Project Manager will be responsible for the overall delivery of the project. He/she will ensure the effective execution of planned activities and decisions made by the project board, timely submission of quarterly project progress reports, results-based reporting to GEF IA, early identification of risks to the project’s successful implementation and successful implementation of risk mitigation activities. He/she is responsible to keep the Project Board members of the project progress, challenges, and achievements to ensure the effective engagement of the Project Board members in the project activities. The project manager will be also responsible for effective coordination of the project activities with other relevant initiatives/programs/projects related to the effective transboundary water resources management in Africa.

The performance of the project manager will be appraised jointly by OMVS and UNDP annually.

**Duration:** One year with a possibility of extension (maximum 1 year at a time) based on performance for the duration of the project.

**Location:** The post will be based in the OMVS Secretariat in Dakar, Senegal, with extensive travel throughout all regions of Africa required to deliver the project outputs and outcomes. (All travels must be approved by GEF IA/EA in advance.)

## **2. Technical and managerial responsibilities:**

The Project Manager (PM) will be responsible for ensuring the overall coordination and implementation of the project. The PM will report to and work in close collaboration with the ANBO Technical Secretariat, the ANBO President, the implementing partners (OMVS & UNESCO) and the UNDP (UNDP-GEF Regional Technical Advisor and Country Offices) to ensure the efficient and effective day-to-day management and monitoring of the project.

- Management of the Project Management Unit based in Dakar
- Ensure and maintain linkages between the implementation management structures
- Evaluate the performance of the project staff
- Represent the Project in meetings and conferences to which the Project is invited to attend (all travels should be approved in advance).
- Prepare annual work plans and budgets for the Project
- Prepare quarterly and annual project progress reports including technical, financial and policy matters
- Provide professional guidance to partner institutions on overall project implementation and coordination with the ANBO Strategy and Action Plan
- Draft ToR and supervise inputs of short/ long-term consultants and ensure proper delivery of all outputs under implementation
  - Provide overall project technical advice and direction.
  - Perform as a Secretariat to the Project Board, prepare for all documents to be discussed by the Project Board at least two weeks before each meeting unless otherwise specified, prepare for the meeting minutes, and implement the decisions made by the Project Board.

## **3. Qualifications and Experience**

- Post-graduate qualification in one or more of the following areas: Natural Resources Management, Environmental Sciences, Engineering or Applied Sciences with specialisation in Water Resources Management, Civil and/or Agricultural Engineering and similar areas;
- At least 10 years of experience in programme, project and contract management in areas related to water and natural resources management preferably related to data, information and knowledge management; knowledge of designing communication and stakeholder involvement processes desirable;

- Experience in all aspects of the project management cycle including conceptualisation, identification, implementation, reporting, monitoring and evaluation.
- Experience in contract management and work planning, including budgets, planning, implementation, controlling and reporting;
- Experience with results-based management including developing of logical framework analysis matrices, identification of appropriate results indicators and reporting;
- Previous experience with transboundary water management and development projects. Experience in Africa will be considered as an asset;
- Previous experience with River/Lake Basin Organizations, Groundwater Commissions, the African Network of River Basin Organisations (ANBO), Regional Economic Commissions (RECs) and national Governments will be considered as an asset;
- Demonstrated experience in working closely with governments, donors, civil society and inter-governmental organizations;
- Familiarity with the goals and procedures of international organizations, in particular those of the GEF and UNDP and regional organizations related to Project
- Profound understanding of the development needs, aspirations and vision of African States with respect to transboundary water management;
- Networking skills and the ability to facilitate participatory stakeholder management.
- Excellent interpersonal communication skills and tact. Ability to work independently but also collaboratively in a diverse team environment.
- Strong analytical skills, oral and written communication and team building skills.
- Staff supervision experience including ability to motivate and coach staff, monitor, evaluate and report on individual performance:
- Excellent proven communication skills in English both in writing and in speaking will be required. (All reporting to UNDP and GEF will be done in English.)
- Fluency in French languages in both writing and speaking is highly desired.

