

**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**



I. Position Information	
Project title:	UNDP-UNEP “Kyrgyzstan Poverty and Environment Initiative” Project
Project Number:	
Job Code Title:	National PEI Project Manager
Duration of Employment:	One year with further possible prolongation (Initial contract will be by the end of 2011)
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC-8
Supervisor:	UNDP CO DRM and Environment Programme Officer-PEI Focal Point

II. Organizational Context
<p>Poverty and Environment Initiative (PEI) is a global joint UNDP – UNEP initiative supporting country-level efforts to mainstream environmental management into national and sub-national planning processes through financial and technical assistance and capacity development. To foster change in institutions, policies and investments, PEI focuses on mainstreaming P-E issues into national plans, sectoral strategies, environmental policies, economic decision-making and sub-national planning. PEI works closely with planning and finance ministries and provides a sustained operational support for country-led P-E mainstreaming programmes through its three-phase approach. More information on PEI is available at http://www.unpei.org/.</p> <p>PEI Europe and the CIS programme has been launched in December 2008 with Kyrgyzstan selected as one of its pilot countries. The intended outcome of the Kyrgyzstan PEI Phase 1 (2011-2013) project is the promotion of poverty-environment nexus into ongoing and developing national, UN and UNDP policy processes and documents - including at sector, sub-national levels – in order to improve environmental sustainability and ensure pro-poor economic growth.</p> <p>Under the overall supervision of UNDP Country Office Disaster Risk Manager and Environment Programme Officer-PEI Focal Point and in cooperation with the UNDP CO Socio-Economic Development Programme Officer, and the UNDP-UNEP PEI Regional Team for Europe and the CIS, the PEI project manager will provide a high quality services to the Project to ensure timely and efficient coordination and monitoring over implementation of Project goals and outputs. The PM promotes a client, quality and results-oriented approach.</p>

III. Functions

1. Responsible for the implementation of project activities under respective project goals and outputs
2. Prepare quarterly action plans and component progress reports
3. Keep constant communication with the PEI Regional Team
4. Ensure operational management of UNDP Project in compliance with the UNDP Rules and Regulations
5. Ensure formulation, implementation and evaluation activities on the substantive side of the project's respective areas
6. Ensure timely preparation and compilation of the Project Annual/Quarterly Work plans, Progress and Final Reports, Budget Forecasts at the level of the project
7. Ensure delivery of the assigned project resources against approved budgets
8. Ensure aligning of the project activities with the UNDP and UNEP mandate and corporate priorities, national strategies/programme and contribution to the capacity development of the national counterpart institutions;
9. Liaise with key stakeholders and other partners to ensure proper coordination and partnership within the framework of project activities implementation
10. Ensure fulfillment of standard procedures, including the ones on procurement, contracting of services and formalizing partnerships, in accordance with UNDP Rules and Regulations
11. Regularly assess performance of personnel working under his / her supervision (if applicable)
12. Ensure proper documentation and codification (knowledge management) of project methodologies and experiences for wide dissemination and institutional memory
13. Undertake field visits, if any when required
14. Monitor regularly and ensure timely and adequate implementation of the project action plans, undertake necessary preparatory actions for the planned activities, and liaise with relevant parties, if needed
15. Handle correspondence and keep the filing system related to the project and to general project matters
16. Arrange Project events including meetings, trainings and other activities related to project implementation
17. Work towards achievement of goals set up in UN strategic documents (Corporate strategy, UNDAF, CPAP, Programme document etc.) and relevant national legislation
18. Work with the UNDP CO DRM and Environment Programme Officer on the substantive aspects of the component
19. Represent the Project, as required, vis-a-vis other UN organizations in Kyrgyzstan, donor organizations, other international organizations, as well as national Government and non-governmental institutions and endeavor to build professional relationships with local, district and regional authorities in order to ensure full participation of a broad spectrum of national leadership in the identification, planning and execution of project activities
20. Perform other duties that may be required by the UNDP CO DRM and

Environment Programme Officer-PEI Focal Point

IV. Recruitment Qualifications/Competencies
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Education:	<ul style="list-style-type: none"> - Master degree or equivalent in management, environment, economic or social sciences or other related field;
Experience:	<ul style="list-style-type: none"> - Minimum 5 years of relevant work experience - Experience of providing management advisory services - Strong managerial experience - Knowledge of the Programme-related issues. - Be familiar with development methodologies, including participatory approaches to strategic planning, strategic management and the management of institutional change in developing countries - Proven ability to draft, and produce written proposals and results-focused reports - Experience of work with the international organizations, high-level government officials representing central governmental bodies and local administrations - Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is a strong asset

V. Signatures- Post Description Certification
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<i>Incumbent (if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Programme Manager		
Name / Title	Signature	Date