

**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**



I. Position Information	
Project title:	Climate Risk Management in Kyrgyzstan
Project Number:	00076243
Job Code Title:	Project manager
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Kyrgyzstan, Bishkek
Pre-classified Grade:	SC 8
Supervisor:	Regional CA-CRM Programme Coordinator (primary) and UNDP National programme officer (NPO) (secondary)

II. Organizational Context
<p>Climate variability and change impacts (including climate-related disasters) and their inherent complexity are likely to pose considerable risks to important economic drivers, human welfare and the environment in Kyrgyzstan. For example, these impacts are predicted to negatively affect inter alia water resources and agricultural production. Additionally, climate change impacts are likely to exacerbate the frequency and intensity of climate-related disasters. As a result, climate variability is likely to trigger a suite of food security, water security, energy security, human health and poverty problems in the country. Many of these systems are already stressed due to poor land management practices and the existing environmental legacy of central planning, a remnant of the Soviet era. In order to overcome the challenges that climate change poses, timely adaptation action and interventions are vital. Importantly, interventions should be strategically planned, coordinated and prioritized for action over the coming decades in order to overcome seemingly insurmountable and complex challenges.</p> <p>Although many development projects within Kyrgyzstan are currently being conducted in the above-mentioned sectors of concern, most are not focused on climate risk management interventions (which includes both climate-related disaster risk reduction and climate change adaptation) (CRM) and have been undertaken on an ad hoc basis and in isolation from similar endeavors with little focus on up-scaling. Few development projects take into consideration the complexities and multi-sectoral impacts of climate change. Furthermore, few economic assessments in Kyrgyzstan showcase the economic impacts of climate change with and without adaptation and as a result there is very little political traction for implementing proactive adaptation responses.</p> <p>In order to overcome these challenges and for adaptation and climate-related disaster risk reduction to be successful in Kyrgyzstan, the following needs to be taken into account: i) CRM interventions should be based on up-to-date scientific studies and regional analyses of climate change, which will inform key national development policies and strategies; ii) interventions should be part of an overarching CRM strategy; iii) finance should be raised in order to upscale current adaptation measures and initiate future CRM interventions; iv) adaptation should be supported by technically skilled/capacitated individuals; v) pilot interventions should be initiated in order to attract funding, catalyze learning and provide information for large-scale interventions (i.e. national and/or regional level); vi) knowledge should be shared nationally and regionally; and vii) CRM should address gender equality and incorporate indigenous knowledge.</p> <p>The project will work to 1) strengthen enabling environment frameworks to manage climate change risks and opportunities in an integrated manner; 2) demonstrate climate-resilient pasture management in Suusamyr valley; and 3) disseminate knowledge on how to incorporate climate change knowledge and risks into development processes at national, sub-national and local levels.</p> <p>The project will be implemented under the Multi-country project arrangement with the Bratislava Regional Centre (BRC) as the lead office and UNDP Kazakhstan, UNDP Kyrgyzstan, UNDP Tajikistan, UNDP Turkmenistan and UNDP Uzbekistan as participating Country Offices. BRC will be responsible for an overall coordination and reporting requirements on behalf of the other Country</p>

Offices and based on inputs from them. The multi-country Programme setup will allow for a very close coordination of the regional and five national Projects.

The Project manager (PM) will have a matrix reporting and operate under the primary guidance and supervision of the Regional CA-CRM Programme Coordinator and the secondary supervision of the UNDP NPO and in close coordination with the Government Focal Point, the PM will provide high quality services to the Multi-county Programme and National Project to ensure timely and efficient coordination and monitoring over implementation of the project in Kyrgyzstan and coordination with other national and the regional Projects. The PM promotes a client, quality and results-oriented approach.

III. Functions (duties and responsibilities)

The PM will be responsible for achievement of the Project results by securing efficient implementation of the Project according to the objectives and tasks specified in the project document. The main task of the PM will be to lead a team of national and international staff towards the successful implementation of the project, including by providing technical guidance. The PM will have the overall responsibility for ensuring the Project functions effectively. The PM will receive technical & other support and advice from the Regional CA-CRM Programme Coordinator and NPO.


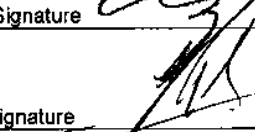
The PM will work closely with the CA-CRM Regional Programme Coordinator (RPC) to ensure the technical direction of the project is maintained and key outputs are achieved in a cost effective and timely manner. Specifically his/her tasks will include but are not limited to:

1. Supervise and coordinate the project to ensure conformity of results with the Project Document and all UNDP rules and procedures established in the UNDP Programming Manual;
2. Lead all necessary preparatory work for organizing workshops, round tables and appropriate trainings for the project;
3. Coordinate and facilitate inputs of government agencies, partner organizations, scientific and research institutes, subcontractors, and national and international experts in a timely and effective manner;
4. Develop (with assistance from the RPC) TOR's for the International (IC) and National Consultants (NC) to undertake analysis and activities of different aspects covered by the project;
5. Take the lead in recruiting and mobilizing qualified national and international external experts and organizations as needed to provide specific consultancy and engineering services;
6. Provide overall supervision and leadership to the project team;
7. Plan the activities of the project and monitor progress against the initial quality criteria;
8. In close cooperation with the RPC, national project experts, UNDP's NPO, and in consultation with the project partner organizations and stakeholders, prepare Annual Project Work Plans to be agreed upon by the Project Board meeting (PB);
9. Mobilize the initiation of the Project Board meeting, and other relevant working groups;
10. Mobilize the initiation of the institutional framework and communications between key stakeholders;
11. Ensure, with the assistance of the RPC, that all annual reporting requirements for both UNDP and donors are fully met;
12. Play the lead role in representing the project and reporting to the PB and to donors (in particular BCPR) on the progress of project implementation and achievement of project results in accordance with the project's logical framework matrix, and report back to participating agencies and individuals on the PB's comments, recommendations and concerns;
13. Prepare project progress reports, information releases, as well as monitoring and review reports in accordance with UNDP monitoring and evaluation rules and procedures;
14. Prepare project budget revisions and administrative arrangements as required by UNDP procedures;
15. Ensure, through periodic coordination meetings and clear work planning, the effective execution of work by the project staff;
16. Ensure that all financial and procurement procedures, in accordance with UNDP rules

- and regulations, are undertaken in an efficient and timely manner;
17. Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
 18. Prepare and submit financial reports to UNDP on a quarterly basis;
 19. Accompany leading UNDP CO staff on their annual monitoring visits to selected project sites;
 20. In cooperation with the RPC and national project experts, develop a suitable project exit strategy during the fourth year of the project, and present it for approval to the PB;
 21. Ensure that the Project M&E plan is implemented. Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
 22. Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement;
 23. Manage and monitor the project risks initially identified, submit new 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;
 24. Manage issues and requests for change by maintaining an Issues Log;
 25. Prepare the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the PB and Project Assurance;
 26. Prepare the Annual Review Report, and submit the report to the Project Board and the Outcome Board;
 27. Update the Atlas Project Management module if external access is made available.
 28. Ensure adequate information flow, discussions and feedback among the various stakeholders in coordination with UNDP CO Environment Unit per the management arrangements established in the Project Document and to the project working groups;
 29. Ensure aligning the project activities within the UNDP mandate and corporate priorities, National strategies/programme and contribution to the capacity development of the national counterpart institutions;
 30. Ensure fulfillment of standard procedures, including the ones on procurement, contracting of services and formalizing partnerships, in accordance with UNDP Rules and Regulations;
 31. Regularly assess performance of specialists/staff working under his/her supervision (if applicable);
 32. Handle correspondence and keep the filing system;
 33. Ensure proper documentation and codification (knowledge management) of programme methodologies and experiences for wide dissemination and institutional memory;
 34. Perform other duties that may be required by UNDP CO for effective implementation of the Project activities;
 35. Provide regular inputs and updates to the Regional Knowledge Platform and substantively support Platform Facilitator in running the Platform.

IV. Recruitment Qualifications/Competencies	
Education:	Master's or equivalent degree in environment, social sciences, public administration or other relevant disciplines.
Experience:	<ul style="list-style-type: none"> - 5 years of relevant work experience in environmental area; - Managerial experience; - Experience of providing management advisory services; - Strong knowledge of climate change adaptation or disaster risk reduction issues; - Experience of work with the international organizations, high-level government officials representing central governmental bodies and local administrations; - Experience in the policy development process associated with environment and sustainable development is an asset; - Communications experience and advocacy skills are an asset;

	<ul style="list-style-type: none"> - Willingness to travel as appropriate; - 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 an asset

V. Signatures- Post Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Primary supervisor		
Georgy Volovik, Regional Programme Coordinator		Date 14/4/2011
Secondary supervisor		
Daniar Ibragimov, National Programme Officer		Date 14.04.11

ALEXANDER KASHKAREV
 UNDP PROGRAMME OFFICER
 DSP