

**TERM OF REFERENCE FOR NATIONAL PROJECT COORDINATOR  
CLIMATE INFORMATION FOR RESILIENT DEVELOPMENT PROJECT  
MINISTRY OF TRANSPORT**

**A. STATEMENT OF PURPOSE**

The Ministry of Transport through the United Nations Development Program (UNDP), with funding from the Global Environment Facility (GEF) and the Least Developed Country Fund (LDCF) is seeking for employment a **NATIONAL PROJECT COORDINATOR** to serve such functions for the Climate Information Resilient Development (CIRDev) Project, at the Ministry of Transport. The CIRDev Project, also known as the Early Warning System Project seeks to strengthen Liberia's climate-related monitoring capabilities and early warning systems for responding to climate shocks and planning adaptation to climate change.

**B. SCOPE OF THE ASSIGNMENT**

The **NATIONAL PROJECT COORDINATOR** as a Staff of the Ministry of Transport will be under the administrative supervision of the Deputy Minister for Administration and Insurance (MoT's Focal Person) and will be responsible for management of the Early Warning System Project as well as perform other functions as directed by the Ministry. Specifically, the **NATIONAL PROJECT COORDINATOR** will:

- Assume operational management of the project in consistency with the Project document and UNDP policies and procedures;
- Plan the activities of the project and monitor progress against the initial quality criteria;
- Mobilize goods and services to initiate activities including drafting of Terms of Reference (TORs) and work specification
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required.
- Assess the current capacity of the Ministry of Transport, Liberia Hydrological Service and partner institutions in terms of knowledge and practices to monitor, forecast, archive, analyze and communicate hydro-meteorological information;
- Manage request for the provision of financial resources by UNDP using advance of funds, direct payment or reimbursement using the FACE (Funds Authorization and Certificate of Expenditure)
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Responsible for preparing and submitting financial reports to UNDP On a quarterly basis;
- Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible action if required;
- Update the status of these risks by maintaining the Project risks log;

- Be responsible for managing issues and request for change by maintaining an issue log;
- Prepare the Project progress report (Progress against planned activities, update on risks and issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare annual performance report (APR)/Project Implementation Review (PIR), the AWP for the following year, as well as quarterly plan if required;
- Update the Atlas Project Management Module if external access is made available;
- Supervise the Project staff and consultants assigned to the project and ;
- Throughout the project, when necessary, provide professional advice and guidance to national consultants, international experts and to Project Partners

### **C. EXPECTED OUTPUTS AND DELIVERABLES**

The focus would be on measuring the Project's achievements against the implementation benchmark (baseline data as captured in the Project Document and Baseline Study Report to be prepared by the M&E Officer), assess whether the expected outputs have been achieved and the contribution of the project towards the overall objective of building the early warning system of Liberia. Based on the project log frame, the progress report should capture the following:

- Benchmark information for measuring project achievements and impact at the project objectives and results levels;
- Baseline study report and establish the basis for assessing the capability of hydro-met institutions and the status of target institutions and communities;
- Report on the extent to which the project's outputs have been achieved taking into account the indicators given in the project document;
- Indicators developed in cases where they are lacking to be used in assessing the achievements of the project;
- Evaluate the appropriateness of the methodologies/technologies used for implementing each activity, with particular attention to issues of sustainability;
- Review the roles and responsibilities played by the various players in the project implementation, including the Project Board;
- Assess the effectiveness and efficiency of mechanisms of coordination put in place between the Project, Ministry of Transport and Partner Institutions to plan, implement and monitor the CIRDev Project;
- Identify critical factors that influenced the implementation of the project and evaluate their implication on future interventions;
- Highlight lessons learned from the project and make recommendations for future policies on hydrological and meteorological interventions for resilient development.

### **D. INSTITUTIONAL ARRANGEMENT**

The National Project Coordinator reports will involve the following arrangements:

- The National Project Coordinator (NPC) of EWS will work closely with other departments/sectional heads and have reporting responsibility to the Deputy Minister for Administration and Insurance;
- The NPC will work with other project focal persons at the MoT, the LHS and the EPA to ensure that needed guidance is provided for framework to measure the project impacts;
- Reports – A report, identifying key findings, conclusions, recommendations and lessons for the current and future project operations.
- Final quarterly reports – final reports for each Project quarterly report will be submitted at least two weeks after the end of every quarter.

#### **E. DURATION OF WORK**

The duration of contract for the NPC will be for a period of Eight (8) month, renewable based on satisfactory performance and availability of financing.

#### **QUALIFICATIONS OF CANDIDATES**

- The applicants must have a minimum of a Bachelor's degree in economics, management, development studies and other related subjects, with at least 3 years' experience in Managing a Project. Master's degree in a related field will be an added advantage;
- Past experience in Project Management in any Government/Non-Governmental Organizations will be an added advantage;
- Knowledge of program design (mainly logframe) or similar frameworks for Project Management
- Excellent written and oral communication skills, organizational and time management skills required;
- Ability to work independently and as part of a team;
- Competence in Information Technology (IT);
- Data analysis skills will be an asset.

#### **G. Application**

Please address application to Personnel Director, Ministry of Transport, corners of Warren and Carey Streets or by email to [felixdborbor@gmail.com](mailto:felixdborbor@gmail.com) Envelope must be marked “National Project Coordinator for EWS Project” in the subject line of the email. Application for the National Project Coordinator closes on May 18, 2018. Qualified female candidates are especially encouraged to apply.