Ministry of Agro-Industry and Food Security
TERMS OF REFERENCE

I. Position Information

<table>
<thead>
<tr>
<th>Job Code Title:</th>
<th>Project Manager</th>
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<tbody>
<tr>
<td>Project Title:</td>
<td>National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Mauritius</td>
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<tr>
<td>Supervisor:</td>
<td>National Project Director</td>
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II. Background & Organisational Context

**Project Background:**

The Republic of Mauritius is Party to the Convention on Biological Diversity (CBD) since 4 September 1992. The National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Mauritius project addresses the country’s need to continue to fulfill its obligations under the CBD, with particular focus on Article 6 of the Convention and Decision X/2 of the Conference of Parties 10 (COP 10). The project builds on the current status and achievements of Mauritius with respect to biodiversity planning and reporting. It aims to integrate Mauritius’ obligations under the CBD into its national development and sectoral planning frameworks through a renewed and participative biodiversity planning and strategizing process. This process is expected to produce measurable targets for biodiversity conservation and sustainable use. It will equally ensure that the value of ecosystems goods and services, as well as the challenges and opportunities for ecosystem-based adaptation and resilience are taken into consideration in the process.

The project comprises three components as described below:
(1) A participative stocktaking exercise on biodiversity planning and developing national biodiversity targets in response to the Aichi Targets 2020; (2) The National Biodiversity Strategic and Action Plan is revised/updated to integrate new aspects of the CBD strategic plan 2011-2020; and (3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms are strengthened.
Organisational Context

Under the guidance and direct supervision of the National Project Director, the Project Manager shall provide support to the effective and efficient management to the project ‘National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Mauritius ‘through a range of actions contributing to the design, planning, management and monitoring of the project activities. The Project Manager shall apply and promote the principles of results-based management (RBM) as well as client-oriented approaches consistent with UNDP and Republic of Mauritius rules and regulations.

The Project Manager shall work in close collaboration with the Project team, the Ministry of Agro-Industry and Food Security, National Parks and Conservation Service and the UNDP Environment Program Unit, for effective achievement of results, anticipating and contributing to resolving complex program/project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP and Republic of Mauritius programming, financial procurement and disbursement procedures, administrative rules and regulations, policies, and strategies.

III. Duties and Responsibilities

To lead the overall process of the stocktaking, stakeholder consultation, national target setting and the development of the NBSAP in Mauritius including a resource mobilization framework and be responsible for the timely drafting and finalization of the NBSAP, the maintenance of the Clearing-House Mechanism (CHM) and the production of the 5th National Report to the CBD.

The Project Manager will be responsible for the overall management and technical coordination of the project activities. He/she shall report to the National Project Director. This is a full-time position for the duration of the project. He/she will manage and provide supervision of project implementation liaising directly with the National Project Director, Members of the National Steering Committee, the Implementing Agency and co-funders. He/she will undertake yearly operational planning and provide guidance on its day-to-day implementation. In doing this, he/she shall be responsible for the effective and efficient implementation of the project activities to achieve stated objectives and for all substantive and managerial reports from the Project. Further key responsibilities include:

- Ensure that project Objective, Outcomes, Outputs and Activities are achieved in a timely and appropriate manner.
- Serve as team leader for other consultants involved in the NBSAP and be overall
responsible for the timely drafting of the document for submission to UNDP, the GEF and the CBD Secretariat; strictly adhering to the deadlines agreed to and ensuring quality control.

- Develop TORs for Consultants for technical services, consultants, experts and specifications of materials as required by the project, in consultation with the National Project Director/UNDP.
- Facilitate, guide and monitor the work of consultants and approve their deliverables in association with the Project Steering Committee.
- Ensure that the inception meeting results in a clear roadmap on the scope of services and project tasks to be accomplished under the guidance of the NBSAP Advisors, key national implementing partners and the UNDP programme officer.
- Submit draft and revised versions of all studies and reports of the NBSAP activities to International NBSAP Advisor, key national implementing partners and consultants/service providers and to UNDP programme officer to review and support in finalization.

- Play a pivotal role in developing the substantive and budgetary part of the project’s work plan and coordinating the input and outputs of all consultants, as well as overseeing the technical quality of deliverables.
- Submit in a timely manner, work plans and budgets to the Steering Committee and to the UNDP Country Office for approval, as well as Financial Reports as required.
- Ensure that implementation adheres to the approved work plans and that it reaches the desired results.
- Identify implementation partners for the undertaking of the various activities and develop an overall implementation plan.
- Play a leading role in keeping the CHM up-to-date.
- Prepare the project’s monitoring reports, more precisely, the Quarterly Reports, the annual Project Implementation Review (PIR), the Risk Log, the Terminal Report and the Lessons learned reporting.
- Organize and be a key resource person in project related activities. These may include planning for meetings, local and national workshops, consultations, field trips and other project related activities.
- Establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project.
- Provide timely reporting of project status as required by the Project Committee and the UNDP.
- Maintain records of Project Committee meetings, decisions, actions etc.
- Coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project’s objectives.
- Any other duties assigned by the Project Committee that have direct relevance to the project.
### Summary of Key Functions:

1. Planning
2. Administrative Management
3. Financial Management
4. Procurement
5. Technical

#### 1. Planning

- Assist in the preparation and timely submission of quarterly financial consolidated reports, quarterly consolidated progress reports, annual project implementation review reports and other monitoring reports as may be required by the UNDP;
- Assist in dissemination of project reports to and responding to queries from concerned stakeholders;
- Assist in the preparation of progress report on the project for the Steering Committee, Technical Meetings and other meetings;
- Assist in the Implementation Monitoring and Evaluation activities according to work plan and project document;
- Assist in monitoring the project and product quality against established standards and specifications including the project logframe;
- Assist in arranging for audit for all project account for each financial year;
- Assist the project team to conduct post-completion analysis of the project components.
2. Administrative Management

- Provide support to staff of the adaptation Unit, the members of the Working Groups and other consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project personnel and local consultants and their respective status (contracts, ToRs, etc.) in accordance with accepted policies and procedures;
- Schedule and arrange meetings and conferences for professionals and/or management staff and notifies interested parties; make travel reservations if needed;
- Establish and maintain office files, logs, index, control index or other information concerning the work under the supervisor’s control;
- Determine needs and order office supplies, equipment, repair and maintenance services;
- Gather data for surveys or perform research on special subjects or projects;
- Update management on status of administrative issues before scheduled meetings;
- Assist in preparation and issue of contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the program activities;
- Draft minutes of Steering Committee meetings and other meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including the meetings of the Steering Committee, Technical Working Groups, among others).

3. Financial Management

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and program budget status reports;
- Assist in responding to queries from the Government and UNDP with respect to financial aspects of the program, liaise with UNDP and Government appointed and external auditors wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Assist international and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
• Assist in liaising with the Ministry of Finance and Economic Development to allocate budget through Program-Based Budget;
• Assist in proper management of funds consistent with UNDP requirements and budget planning and control;
• Undertake other financial and administrative tasks on an ad hoc basis.

4. Procurement

- In accordance with the Work plan arrange for procurement of equipment, supplies and services;
- Review and evaluate applications, petitions, contracts or other documents to determine if prescribed requirements are met for acceptance or approval;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNDP and Government procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various program sites;
- Maintain an equipment and spare inventory including verification and transfer when required.

5. Technical

- Assist in the Planning and successful implementation of projects within budget and time scales;
- Conduct Site Work/Surveys;
- Preparation of technical reports;
- Assist in the Management of contract and financial aspect of the job;
- Maintenance of project plans and provision of regular project feedback;
- Preparation of proposals including project plans;
- Participation in regular meetings with colleagues and clients;
- Undertake site visits;
- Drafting of progress reports

V. Impact of Results

To provide support and provide assistance in various aspects of administrative, technical and financial management for the implementation of the project ‘National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Mauritius’.
## VI. Competencies and Critical Success Factors

**Corporate Competencies:**
- Demonstrates commitment to Ministry’s mission, vision and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Results-based management tools is a must.

**Functional Competencies:**

**Knowledge Management and Learning**
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

**Development and Operational Effectiveness**
- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

**Leadership and Self-Management**
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
## VII. Duration of Assignment

Project implementation is for an initial period of 6 months starting as soon as possible and renewable upon satisfactory performance. The Project Manager should be available fulltime for effective implementation of project.

## VIII. Qualifications and Experience

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<tr>
<th>Education:</th>
<th>A Degree in environmental natural sciences, environmental planning, economics, social sciences, management administration or related field, preferably applied to biodiversity conservation issues in Mauritius.</th>
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| Experience | Minimum of 5 years of practical work experience in project management and/or public administration.  
Minimum of 3 years of practical work experience in biodiversity conservation in Mauritius  
Previous experience in development project, biodiversity projects or related work for a donor organization, governmental institutions, NGO or private sector/ consulting firm will constitute a very strong advantage  
Knowledge and understanding of the relevant UN Conventions and environmental issues in Mauritius.  
Proven track record of drafting relevant materials in the biodiversity/ecosystem management theme (publications, reports and related documentation)  
Good leadership, coordination, communication and facilitation skills are essential.  
Excellent organizational and administrative skills  
Strong focus on impact and result and responds positively to feedback |
| Ability to work to and meet tight deadlines |
| Proven ability to collect, verify and analyze information and to finish and present work with a high degree of accuracy and technical quality. |
| Ability to communicate effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences. |
| Previous experience in the development of NBSAPs is a plus. |
| Computer skills, good knowledge of MS Word, Excel, PowerPoint, e-mail and Internet |

**Language requirements**

| Have good spoken and written fluency in English and French |

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**Terms and Conditions**

The appointment shall be on contract for an initial period of 6 months and renewable upon satisfactory performance.

**Salary:** 2200 USD per month, all inclusive (including taxes, travelling expenses and other benefits) payable in local currency

**Leave:** Selected candidate will be eligible for 21 working days sick leave only for every year as from the second year of contract. Such leave not taken will not be convertible into cash.

**Rules and Regulations governing tax and National Social Security:** Local Laws will apply.