

TERMS OF REFERENCE
PROJECT DIRECTOR (Project Management Unit)
Climate Resilient Integrated Water Management Project (CRIWMP)

Background

The Government of Sri Lanka with the support of UNDP has secured funding from the Green Climate Fund (GCF) for “Strengthening the resilience of smallholder farmers in the Dry Zone to climate variability and extreme events through an integrated approach to water management” also termed as “Dry Zone Climate Adaptation Project (DZ-CAP). The proposed project aims to support Government of Sri Lanka (GoSL) to strengthen the resilience of vulnerable smallholder farmers in 03 river basins (Mi Oya, Yan Oya & Malwathu Oya) in the Dry Zone, who are facing increasing risks of rising temperatures, erratic rainfall, and extreme events attributable to climate change.

The impact of changing seasons, increased floods and droughts and high temperatures are affecting the lives and livelihoods of poor, conflict-affected farmers in the Dry Zone. Variability of rainfall is severely compromising existing village irrigation systems, as well as the availability and quality of water for agriculture and drinking use, further eroding the coping capacity of Dry Zone communities.

In conjunction with Government co-financing leveraged for this project, GCF resources will be used to address several financial, technical, and institutional barriers related to achieving integrated water management to improve agriculture-based livelihoods of smallholder farmers in the Dry Zone.

The objective of the project is to strengthen the resilience of smallholder farmers, particularly women, in the Dry Zone through improved water management to enhance lives and livelihoods. To do this, the project will invest in improving the community irrigation water infrastructure and associated agricultural practices, scaling-up decentralized drinking water systems and strengthening Early Warning (EW), forecasting and water management systems to enhance the resilience of smallholder farmer livelihoods to climate related impacts. This project is scheduled to start next year, and this post will support UNDP to undertake preparatory activities for the mobilization of the project in 2017.

The project will be implemented over seven years. The project is designed along three key technical components that are described in detail below;

- **Component 1: Climate Resilient Irrigation & Agriculture**
Upgrading village irrigation systems (including 325 minor irrigation tanks and related watersheds) and promoting climate-resilient farming practices in three river basins of the Dry Zone
- **Component 2: Climate Risk Incorporated Drinking Water Solutions**
Enhancing climate resilient, decentralized water supply and management solutions
- **Component 3: Strengthening Climate Observation & Forecasting Systems**
Strengthening climate and hydrological observing and forecasting system to enhance water management and adaptive capacity

The Ministry of Mahaweli Development and Environment (MoMDE) as the implementing partner will oversee overall project implementation with the support of UNDP. The MoMDE is the national lead agency in environmental and natural resources management, as mandated by the National Environmental Act and it has experience in managing donor funded projects. The following responsible parties will collaborate with MoMDE to deliver project outcomes; Department of Agrarian Development (DAD); the Department of Agriculture (DoA); Department of National Community Water Supply (DNCWS); National Water Supply and Drainage Board (NWSDB) and

Ministry of Disaster Management (MDM). UNDP has overall oversight of the IP and Responsible parties to ensure compliance with its policies and procedures.

The MoMDE will establish a project management unit (PMU) to assist the implementation agencies in project implementation. The PMU will be responsible for ensuring effective inter-ministerial coordination between responsible parties (RPs). The PMU's will also ensure operational compliance with project regulations and UNDP policies, procedures and reporting requirements, as defined in the Project Document.

The PMU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environment and social safeguards, monitoring and evaluation, civil works design review and contract management, communications as well as support staff. The PMU will also be supported by UNDP country office staff and specialized consultants necessary for specific technical assistance for overall implementation of activities as identified by the RPs and M&E of project results. The PMU will liaise closely with the RPs and UNDP and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and UNDP.

Key Tasks

The Project Director (PD) will report to the Secretary of MoMDE and will work in close collaboration with the RPs and UNDP. The main responsibility of the PD will be the day to day operations and management of the project. His/her specific duties would be to:

- Provide direction and guidance to project team(s)/ responsible party(ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
- Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the fund authorization and certificate of expenditures;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and 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;
- Capture lessons learned during project implementation;
- Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.

- Prepare the Annual Project Implementation Report (PIR), and submit the final report to the Project Board;
- Based on the PIR and the Project Board review, prepare the AWP for the following year.
- Ensure the mid-term review process is undertaken as per the UNDP guidance, and submit the final MTR report to the Project Board.
- Identify follow-on actions and submit them for consideration to the Project Board;
- Ensure the terminal evaluation (TE) process is undertaken as per the UNDP guidance, and submit the final TE report to the Project Board.
- Undertake relevant field visits to ensure achievement of the objectives of his/her assignment.

Schedule

This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Secretary MoMDE after six months. Thereafter, there will be an annual performance evaluation by the Secretary.

Remuneration:

As per the Management Services Circular No.01/2016 of 24th March 2016, and subsequent amendments.

Required Qualifications and Experience:

- A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grant Commission (UGC) **or** a professional qualification successfully completed from recognized professional institute in the relevant field **with** at least 10 years post qualifying experience at Managerial Level out of which 05 years should be in the Senior Managerial Level,
- or
- A Bachelor's Degree which is recognized by the UGC **and** a Postgraduate Degree in the relevant field / full membership of a recognized professional institution in the relevant field **with** at least 08 years post qualifying experience at Managerial Level

Professional Competencies:

- Organized and shows competency in both implementation and delegation of work
- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to government and development partners (donor funded).
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector training.
- Ability to plan and implement a project with complex and diverse activities.
- Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project.
- Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.

- Experience in rural development, environmental management, climate change and water management is preferable.
- Experience in working on donor funded projects would be preferable.