

**Terms of Reference**  
**Project Coordinator**  
**Third National Communication Project**

A National Project Coordinator (NPC) will be recruited by the EA to oversee project implementation, under the UNEP supervision. He/she will be responsible for the overall management of all aspects of the project, and will provide technical assistance to the national technical expert groups.

**Duration of project:** 3 years (2017 – 2019)

**Duties:**

The National project Coordinator in consultation with NC steering committee will be responsible for the day- to-day management, co-ordination and supervision of the implementation of the project. The coordinator duties will include among others:

- Co-ordinate all project activities with heads of technical expert groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC secretariat, GEF, and national institutions, group of stakeholders to ensure smooth and appropriate execution of project activities
- Prepare a detailed project work plan and terms of reference for the project consultants
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Identify, interview and recruit national and international consultants to work for the project.
- Promote and establish links with related national and regional projects, and other international programmes.
- Prepare the periodic progress reports on project implementation and ensure that all national project outputs are sent to UNEP.
- Manage the project expenditures according to the project budget.
- Identify training needs of the contracted national consultants and other project stakeholders, and identify appropriate courses and trainings for national capacity building.
- Organize national workshops and trainings according to the project workplan. Attend, whenever possible, the relevant regional and international workshops, trainings and conferences.
- Review all materials generated during the project
- Ensure the publication and dissemination of the reports identified as project outputs.
- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.
- Perform any other duties delegated by the OIC ECD

**Criteria:**

- Bachelor of Science in environmental science and other related fields with 3years work experience
- Must have experience in project management
- Familiarity with national communications, and with international negotiations and processes under the UNFCCC

- Substantial experience in government and in interdepartmental procedures
- Familiarity with computers and word processing
- Age must be between 35 – 50 years

**Required documents**

- Application letter
- Copy of School certificates/credentials
- Work reference letter(s)
- Police clearance
- Copy of birth certificate