

## **Local Consultant: National Coordinator**

### 1. General Background

The Global Environment Facility Small Grants Program (SGP), implemented by United Nations Development Program (UNDP), is a decentralized and country-driven program that seeks to provide maximum country and community-level ownership and initiatives for the achievement of the global environmental benefits.

SGP Kiribati has been operational for the past 12 years supporting projects from 28 Civil Society Organizations thus far. SGP's mandate is to support community based initiatives by Civil Society Organizations (CSOs) including village organizations, scientific community, women's groups and the youth and children organizations to address global environmental challenges. To meet its objectives, SGP works closely with government, micro finance institutions, academic and research institutions, private sector, and local authorities.

SGP is recognized as a cost-effective mechanism for delivering financial and technical resources to local communities, and has an established, well-tested modality for working with local communities. SGP's operational modality consists of a decentralized decision-making body called National Steering Committee (NSC). The NSC is very important institutional set up for the proper operation of the SGP.

### 2. Purpose and Scope of Assignment

- A. Effective technical, financial, and operational management of the Global Environment Facility's Small Grants Programme and its portfolio.
- B. Effective managerial function, by building an effective SGP Country Programme team and foster teamwork within the SGP Country Programme team, the National Steering Committee members, and with the UNDP Country Office team
- C. Mobilize and leverage financial and other resources as well as establish strong partnerships at the programme and project levels for sustained and scaled up initiatives.
- D. Effectively facilitate knowledge management, share and exchange knowledge on lessons learnt and best practices of SGP programme and projects.

### 3. Management Functions

- Monitoring and Progress Controls Managerial functions (20%)
- Programme/Portfolio Development and Management (40%)
- Resource Mobilisation and Partnerships (20%)
- Knowledge Management (20%)

**Full details of management functions and TOR are available upon request.**

### 4. Qualifications and Experience

#### a. Education

- Advanced university degree in environment or natural resource management, Environmental Economics, Development, Business Administration or similar field. A Bachelor's degree with 2 year additional experience may be accepted in lieu of the postgraduate degree.

## b. Work Experience

- At least 3 years of relevant experience in environment and development work, which should include programme management, preferably with an extended specialized experience in any of the GEF-SGP thematic areas at the national level.
- Fluency in the official national language and English is required. Knowledge of other UN languages is considered asset.
- Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)

## c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

## 5. Contract Duration

- The consultancy contract will be for 6 months and maybe extended depending upon the successful performance of the consultant.

## 6. Consultancy Fee

- A fixed consultancy rate will be paid to the consultant on a monthly basis.

## 7. Application Instructions

- Interested applicants should submit an Expression of Interest including i) **cover letter**, ii) **curriculum vitae**, iii) **statement of response** for each item in **4. Qualifications and Experience** in above section.
- Applications should be submitted by **email** to [komeri.onorio@undp.org](mailto:komeri.onorio@undp.org) with subject heading **Local Consultant NC**
- Closing date for submission of applications is **30 June 2019**.