

ToRs of the Project Coordinator

The Project Coordinator, who will respond to the Project Director (PD), will be responsible for day-to-day operational and administrative aspects of the project within the Project Area and for ensuring the achievement of project outcomes, the delivery of project outputs and the realization of project activities and expenditures in accordance with the Annual Work Plans and Budgets (AWPBs) approved by the Project Steering Committee. The Project Coordinator will lead the development of the project M&E plan to be adopted by the PSC.

Main duties and responsibilities:

Specifically, the project coordinator's responsibilities will be as follows:

- a. Planning and reporting:
 - the development and presentation to the Project Director of inputs for the AWPBs of the project,
 - the delivery of other plans and reports required by the project M&E plan,
 - (in discussion with the PD) the provision of strategic direction to the project's activities in the Project area and,
 - coordination of project field staff and short-term consultants in accordance with principles of adaptive management.

- b. Support Staff and sub-contractors recruitment and management:
 - the development of terms of reference (subject to approval by the PD, UNEP Task Manager and National Executing Agency) for technical sub-contractors for all of the Components,
 - participation in the selection of the contractors in accordance with the procedures the EA,
 - provision to the sub-contractor of technical orientation,
 - supervision and monitoring of the activities of the sub-contractors and approval of their outputs and corresponding payments in accordance with their contracts.
 - the development of terms of reference (subject to approval by the PD, and UNEP Task Manager as appropriate) for consultants,
 - participation in their selection in accordance with the procedures of MINEPDED and UNEP, as appropriate,
 - provision to consultants of technical orientation,
 - supervision and monitoring of the consultants activities and approval of their outputs and corresponding payments in accordance with their contracts.
 - In support of the PD, develop TORs for international and national consultants and/or technical staff to provide technical inputs into the

project in accordance with project Annual Work Plans and Budgets, provide logistical support and orientation to consultants and sub-contractors.

c. Monitoring and evaluation:

- With support as necessary from consultants and other technical specialists, ensure the development and implementation of a monitoring and evaluation plan for the project
- suggest to the PD and the PSC adaptive management as necessary in the project implementation.

d. Communication and public participation:

- the maintenance of regular communication and working relations with MINEPDED, representatives of the Delegates of the various Ministries involved in the project, CSOs and other relevant stakeholders in order to ensure that they are maintained aware of project activities, plans and results, that opportunities exist for their opinions to be taken into account in project decision making, and that project strategies and actions are in accordance with national policies, needs and conditions
- with support as necessary from consultants and other technical specialists, ensure the development and implementation of plans for stakeholder participation and for the systematization, dissemination and replication of project results and lessons learnt.
- the provision of advice and orientation to relevant stakeholders in pursuit of the project objective, taking advantage where possible of opportunities offered by other actors and projects in the sub-region.
- Orientation of and (where necessary) logistical and organizational support to Protected Area-level Coordination Platforms (PACPs), sub-contractors and project partners in each of the Protected Areas, and presentation to the PACPs of the AWPBs developed by the technical sub-contractors, for endorsement
- Represent the project in the partners meetings and report to the PD on the outcomes of these meetings. This representation is subject to the PD approval which not be refused if such meetings are of the interest to the project.

e. Financial management:

ensure efficient, transparent and correct management of the financial resources available to the project in accordance with the agreement signed between UNEP and MINEPDED.

f. Assume any other function, which will contribute to achievement of project objectives and its visibility.

Profile:

The Project Coordinator will have successfully completed postgraduate university studies in subjects related to social strategies for natural resources management. At least 10 years of experience in sustainable development project management of which at least 5 years must have been as a Project Manager for international public donor-funded projects. Significant experience related to the scope of the project in mainstreaming biodiversity, environmental and social concerns in Protected Area management and/or local and regional development policies is desirable, as well as experience in environmental governance and capacity building issues, especially in the South West or similar regions of Cameroon. The Project Coordinator competencies include a strong capacity to plan, budget coordinate and report on all technical and financial aspects of project management. Ideally s/he should be familiar with Ministry financial management procedures and/or GEF project management procedures.

The kind of leadership required should be based on pertinent ethical values, such as empathy with different social actors, especially rural and indigenous people; sensitivity to and understanding of cultural differences; respect for nature; high valuation of social justice; honesty in public office; and the ability to establish alliances for achieving common goals. Strong interpersonal communication and management skills, high flexibility and capacity to work under pressure are required. Fluency in English (writing, reading, speaking) is necessary and good language abilities in French would be an advantage.