

REPUBLIC OF LIBERIA
FORESTRY DEVELOPMENT AUTHORITY

Forest Carbon Partnership Facility Project (FCPF)

Terms of Reference

REDD+ National Project Coordinator
(Appointment Type: Local Hire)
Six-month Appointment

Background

The Forest Carbon Partnership Facility in Liberia is supporting the Government of Liberia to reach REDD+ readiness in the country by 2015, by when it is expected that the international REDD+ regime may be in place. Liberia embarked upon and has successfully completed the preparation of the roadmap for REDD+ readiness which was endorsed by the governing body of the FCPF. Government of Liberia has received a grant of US\$ 3.6 million for a period of 3 years and will be implemented to support key pillars of readiness as agreed in the R-PP Assessment note. To kick start the process, and prior to recruiting a full-time REDD+ Project Coordinator, an Interim REDD+ Project Coordinator is needed to lead the day-to-day implementation of this programme, ensuring that the implementation truly serves to catalysing the national REDD+ process and to building national capacities for a REDD+ regime. The Interim REDD+ Project Coordinator will head the REDD+ Implementation Unit housed in the FDA.

The Readiness Preparation Assessment Note presents the key readiness components to be supported by the FCPF as well as implementation arrangements for the programme. The documents and information on Forest Carbon Partnership Facility is available on www.forestcarbonpartnership.org

Key duties and responsibilities

The Project Coordinator will be responsible for 3 inter-related functions: **management** including monitoring the progress of the project and communication, **coordination support** and **technical assistance** in particular on monitoring and evaluation, and **communications** on the REDD+ readiness process to key stakeholders. They are detailed as follows:

1. Management of the REDD++ Programme:

- a. The Interim Project Coordinator will manage the FCPF supported REDD+ programme in Liberia, including: planning of activities, elaborating Terms of Reference for other elements of work to be supported (together with the National Policy REDD+ Coordinator, the REDD+ Technical Working Group, SESA facilitator and relevant stakeholders), administrating contracts, overseeing the programme budget, monitoring progress of activities, and representing FCPF in relevant REDD+ events, among others as required. He/she will update the Task Team Leader of the World Bank regarding project progress.

- b. Will ensure smooth day to day management of project operations through close coordination with the Procurement Specialist, the Financial Management and the PFMU. The Project Coordinator will work with the PFMU and be responsible for preparation of annual (6 monthly) operations plan and the corresponding budget in accordance with grant agreement for clearance by the World Bank.
- c. He/she shall be responsible for:
 - i. Designing and implementing the Monitoring and Evaluation framework to ensure that project milestones are being met.
 - ii. Preparation of annual progress report, preparation of mid-term progress report of REDD+ readiness process in Liberia to the Participants Committee of the FCPF including institution of independent evaluation at mid-term and project completion stages, and provide support for completion of audits by the PFMU.
- d. The Interim Project Coordinator will ensure that the agreed principles of the REDD+ process are respected and realised. He/she will support and liaise with the REDD+ Technical Working Group Coordinator, Co-chairs of the REDD+ Technical Working Group and will be in charge of ensuring that the activities to be implemented by each agency and consultants are in synergy, and will take a proactive role to ensure that benchmarks are achievable.

2. **Technical assistance on REDD+:**

- a. The Interim Project Coordinator will be a professional with technical competence relevant for the REDD+ process and, therefore, will provide technical assistance to the Government of Liberia on REDD+ issues, the REDD+ Technical Working Group, and civil society stakeholders on REDD+ affairs and represent the FDA/RTWG on key REDD+ meetings and/or delegate representation to concerned REDD+ specialists.
- b. He/she will lead communications on national REDD+ process ensuring effective communication and awareness activities for relevant stakeholders to ensure participation of civil society and REDD+ stakeholders at all stages of the process in accordance with the communication strategy. This will include oversight of consultants leading the component on information sharing and early dialogue with stakeholders ((sub component 1.2 in Table 4 of the Assessment Note), preparation of briefs and other materials as required for policy makers and ministries and agencies of Government, responses to media and shall consult with the REDD+ Policy Coordinator and the SESA facilitator on a regular basis to ensure accurate feedback.
- c. Will provide regular updates to the RTWG on areas within his/her responsibility.

3. **REDD+ coordination support:**

- a. The Project Coordinator will support the coordination and advancement of the national REDD+ process on all key components supported by the FCPF, to include agencies responsible for implementation of specific elements per Assessment Note (Table 4 of Assessment Note) by ensuring that the REDD+ programme truly contributes to the national

development process. The Coordinator will assist in the harmonisation between the different technical, financial and operational efforts around REDD+ in the country, to the extent possible.

Required skills, competencies and experience

The main required skills, competencies and experience are summarised below:

- Masters degree or equivalent in natural sciences, economics, environmental science or policy, international development, organizational development, MBA or any discipline related to the project.
- A minimum of 7 years of professional or equivalent experience in development, and project/programme management.
- Experience in policy support and/or project implementation in Liberia
- Knowledge of FCPF implementation procedures and core values.
- Proven ability to plan, organise and effectively implement activities.
- Ability to coordinate and work in teams, as well as in complex environments.
- Good communications skills, including fluency in English.
- Understanding of government functioning.
- Experience in dialogue processes between Government and civil society, and on consensus building.
- Understanding of on-going climate change negotiations and on the challenge of forest sector in Africa.

Supervision and coordination

The Project Coordinator will play a coordinating function between the Government and the various REDD+ stakeholders in the country. The position has thus a multifaceted institutional setting. The Project Coordinator will be based and work within the national REDD+ Implementation Unit that is established at the FDA in Monrovia. The Project Coordinator will report to the Managing Director of FDA and work under the overall supervision of the REDD+ Technical Working Group and REDD+ Policy Coordinator. In essence, the Project Coordinator will be a core member of the national REDD+ Implementation Unit.

Duration

The Project Coordinator will be recruited initially for a period of 1 year and extended as required to ensure the implementation of the national REDD+ readiness programme supported by the FCPF.

Salary: Will commensurate with qualifications and experience