UN-REDD Philippines Programme: Supporting Initial Readiness Process

**Terms of Reference**

**Programme Manager**

**Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in September 2008 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, the Philippines is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly developed by UN-REDD and the FCPF. The initial national programme will thus contribute to ensuring that the Philippines is prepared to effectively participate in the REDD+ regime resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD initial programme in the Philippines is “to increase the capacity of key stakeholders, managers & support groups in forestland, protected areas and ancestral domains to implement REDD+ projects and activities.” This objective will be secured through the following three Outcomes: (i) REDD+ readiness supported by effective, inclusive and participatory management process; (ii) Systematic and structural approach to REDD+ readiness identified through concrete studies of options and inclusive consultation; and (iii) Capacity to establish reference baselines increased.

To implement the initial programme, a UN-REDD Project Management Unit (PMU) will be established at the Forest Management Bureau (FMB) of the Department of Environment and Natural Resources. The PMU will be led by a Programme Manager (PM) who will support FMB to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Project Director.

**Objectives**:

Under the guidance and supervision of the National Project Director (NPD) and in coordination with the 3 UN agencies, the PM will take responsibility for the management and administration of the UNREDD Philippines Programme. He/she will be directly accountable to both the FMB and the UN agencies for the overall management of the Project and timely delivery of results.

He/she will manage the planning, implementation, monitoring and evaluation of the project and its components, and will be supported by a Senior Programme Technical Advisor (SPTA) and other PMU staff.

**Specific responsibilities are as follows**:

* Develop a programme strategy, annual and quarterly workplan and its operational budgets and ensure timely submission of work plans and the corresponding budgets and seek approval from the Programme Executive Board (PEB)/National Steering Committee (NSC);
* Supervise the implementation of all UNREDD Programme components, activities and tasks in line with the corresponding work plans and budgets;
* Manage the budget of the project, process payment requests of the vendors, record expenses to the project budget on a monthly basis, and ensure delivery of budget as per approved workplans;
* Lead the establishment of the PMU’s administrative and financial procedures;
* Manage the day-to-day operations of the PMU including the supervision of PMU personnel and contracted PMU consultants/experts and subcontractors;
* Oversee and finalize Terms of References (TOR) prepared by the CTA for national and international consultants/experts and subcontractors to be engaged by the Project;
* Oversee the financial record-keeping and internal control management of the PMU and the Project as a whole;
* Act as the main approving and certifying officer in the various transactions to be undertaken by PMU regarding the Project, in coordination with FMB and UNRC, Manila;
* Ensure the timely submission of reports, outputs and other deliverables to PMU for its review and evaluation, and submission to the PEB/NSC;
* Develop and implement monitoring and evaluation mechanism for the project’s financial, administrative, and operational activities and ensure timely submission of progress and financial reports;
* Together with the SPTA, ensure coordination of programme activities with other REDD initiatives;
* Coordinate with FMB, the UN Agencies, and the PEB/NSC on the status of the project activities vis-à-vis target outputs to facilitate the resolution of various project issues and concerns;
* Prepare and ensure prompt submission of required technical and financial reports to UN Agencies; recommending appropriate measures for enhancement of project efficiency and effectiveness and endorsing the same to the NPD for review/integration and eventual presentation to the PEB/NSC and other stakeholders.
* Act as the main advocate of the UNREDD Programme in various meetings, workshops and functions related to REDD mechanism development and application; and,
* Build relations and effective networks with relevant programme partners, policy makers, business, donors and civil society actors to further the interests of the programme.

**Expected Results/Deliverables**

* The UNREDD Programme effectively and efficiently implemented in a transparent and accountable manner, in accordance will all applicable rules and regulations of the Government of the Philippines and the UN-agencies.
* Approved Quarterly and Annual Workplans by the PEB/NSC.

• Quarterly and annual reports of implementation of UNREDD NJP Project activities (financial and technical reports) submitted to and accepted by the PEB/NSC.

**Recruitment Qualifications:**

Education: University degree, preferably a postgraduate qualification in management

Experience: At least 10 years working experience in the field of project management related to forestry, climate change, environment and rural development and at least 5 years experience in leading large scale and complex projects covering all aspects of project cycle management including financial management, budgeting, administration, human resources, monitoring and evaluation, auditing, and reporting.

Language Requirements: Proficient in English language, spoken and written.

**Other Selection Criteria:**

• Proven track record in managing complex and large forestry / natural resources projects

• Strong managerial/leadership and decision-making skills

• Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives

• Familiar with climate change issues including REDD, forest / natural resources management, and rural development

• Experience with government and UN procedures including its financial systems is an asset

• Strong interpersonal skills; commitment to team work and to working across disciplines

• Proven capacity to liaise and effectively work with international development agencies and government agencies

• Good team player, self starter, has ability to work under minimum supervision and maintain good relationships internally and externally

• Experienced with working in an international environment

• Computer literate

**Duration:** 11 months starting September 2011

**Duty Station:** Metro Manila

**Expected Places of Travel (if applicable):** Selected REDD related areas

**Remuneration:** To be determined depending on qualifications