UN-REDD Sri Lanka Programme: Supporting REDD+ 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 January 2012 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, Sri Lanka is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly identified by UN-REDD and the Forest Carbon Partnership Facility (FCPF) of the World Bank. The national programme will thus contribute to ensuring that Sri Lanka is prepared to effectively participate in the REDD+ mechanism resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD programme in Sri Lanka is “support the Government of Sri Lanka in catalyzing the establishment of key mechanism and process and development of capacities, required to implement REDD+.” This objective will be secured through the following five Outcomes:

(i) National Consensus reached on the Sri Lanka REDD + programme;

(ii) Management Arrangements contributing to the National REDD+ Process defined;

(iii) Improved Stakeholder Awareness and Effective Engagement;

(iv) National REDD+ Strategy and Implementation Framework developed:

(v) Forest Monitoring System for REDD+ Activities developed.

To implement the national programme, a UN-REDD Project Management Unit (PMU) will be established at the Forest Department (FD) of the Ministry of Environment. The PMU will be led by a Programme Manager (PM) who will support FD to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Project Director. The PMU will provide secretariat functions to bodies within the national REDD+ management structure including the REDD+ Programme Management Coordinating Committee (RPMCC), UN-REDD Programme Executive Board (PEB), Task Forces (TFs) and Technical Working Groups (TWGs).

**Objectives**:

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

He/she will manage the planning, implementation, coordination, reporting, monitoring and evaluation of the programme and its components, and will be supported by a Chief Technical Advisor (CTA) and other PMU staff. He/she will be the line manager of all other PMU staff.

**Specific responsibilities are as follows**:

* Develop annual and quarterly work plans and operational budgets and ensure timely submission of these documents to the NPD for obtaining approval from the PEB;
* Supervise the implementation of all UN-REDD Programme components, activities and tasks in line with the corresponding work plans and budgets;
* Supervise the management of the programme budgetand ensure delivery of budget as per approved work plans;
* 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 Reference (TOR) for national and international consultants/experts and subcontractors;
* Recommendation and clearance of transactions under the programme, as directed by the NPD;
* Ensure the timely submission of reports, outputs and other deliverables to NPD for review and evaluation, and submission to the PEB and the RPMCC;
* Prepare and ensure prompt submission of required technical and financial reports to UN Organizations; recommending appropriate measures for enhancement of efficiency and effectiveness and endorsing the same to the NPD for review/integration and eventual presentation to the PEB/RPMCC
* Develop and implement monitoring and evaluation mechanism for financial, administrative, and operational activities and ensure timely submission of progress and financial reports;
* Ensure coordination of programme activities and effective communication with all stakeholders to facilitate smooth implementation of the programme;
* Identify and monitor issues and risks regarding the delivery of programme outputs and activities and recommend remedial actions to the NPD, PEB and RPMCC, as appropriate

**Expected Results/Deliverables**

* The UN-REDD Programme is effectively and efficiently implemented in a transparent and accountable manner, in accordance will all applicable rules and regulations of the Government of Sri Lanka and the UN Organizations.
* Quarterly and Annual Work Plans are submitted, on time, to the PEB/RPMCC for approval.

• Quarterly, semi-annual and annual financial and technical reports, including risks and issues to be addressed, of the UN-REDD Programme submitted to and approved by the NPD and the 3 UN Organizations.

**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, spoken and written, in addition to Sinhalese and/or Tamil.

**Other Selection Criteria:**

• 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 forest and 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:** One year, renewable for duration of the Programme

**Duty Station:** Colombo

**Expected Places of Travel (if applicable):** Countrywide

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