

MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY, AND ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (ENVIRONMENT AND SUSTAINABLE DEVELOPMENT DIVISION)

JOB DESCRIPTION: PROJECT MANAGER

Recruitment of a Project Manager to oversee project implementation in the context of the development of Nationally Appropriate Mitigation Actions for Low Carbon Island Development Strategy for the Republic of Mauritius

I. Position Information

Job Title: Project Manager

Proposed Posting: Climate Change Division of the Department of Environment and Office of the Central Electricity Board.

Reporting structure: The project manager will work under the general supervision of the head the Climate Change Division and the person responsible for the Energy Component at the CEB. He/She will report to the National Project Director who is also the Director of Environment.

II. Background

The Republic of Mauritius is among the first countries to ratify the Kyoto Protocol. However, it does not have national strategies to guide medium-to-long term mitigation actions to tackle climate change. The total GHG emission for Mauritius was 5,193.57 Gg CO₂ equivalent in 2015 (Statistics Mauritius, 2016).

The Paris Agreement defines the global objective as "holding the increase in the global average temperature to well below 2°C above pre-industrial levels while pursuing efforts to limit temperature rise to 1.5°C by the year 2100 ". The Intergovernmental Panel on Climate Change (IPCC) Fifth Assessment Report has recommended that global GHG emissions need to be reduced by 40 to 70% below 2010 levels by 2050 to have a likelihood of limiting the temperatures below 2°C. Additionally, global carbon neutrality should be reached by the end of this century.

The Paris Agreement also firmly places Nationally Determined Contributions (NDCs) at the centre of Parties' efforts in moving their economies on low-emission resilient development pathways. Strong national policy frameworks will need to be put in place to foster and enable sustained implementation. As countries move forward with the implementation, nationally appropriate mitigation actions (NAMAs) are expected to play prominent role, as an instrument that will be used to achieve countries' NDCs.

In response to decisions adopted at the 19th and 20th sessions of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC), the Republic of Mauritius submitted its Intended Nationally Determined Contributions (INDC) to the UNFCCC Secretariat on 28 September 2015. Mauritius aims to abate greenhouse gas (GHG) emissions by 30%, by the year 2030, relative to the business as usual scenario by transitioning to a low-carbon

development path through the accrued utilisation of renewable energies, subject to provision of grant finance, technology development and transfer, and capacity building. In order to totally fulfill its contributions and achieve climate change resilience through the implementation of adaptation and mitigation measures, financing of the order of USD 5.5 billion are required.

At COP 17, Parties recognized “the need for support for enabling activities to assist developing country Parties in the identification and preparation of nationally appropriate mitigation actions for submission to the registry, and support for their implementation”. In this context, Mauritius sought the support of UNEP and funding resources from GEF for the establishment of a national NAMA Registry and the implementation of pilot NAMAs with MRV systems.

Through this GEF funded NAMA project, national capacities in identifying, formulating, and prioritizing NAMAs, will be established. In the process of prioritizing the NAMAs, the development and establishment of a national NAMA registry will be initiated. A monitoring, review and validation system (MRV) will then be developed, starting with the NAMA that will be piloted for implementation under this GEF proposed project. The pilot NAMA project will be on utility-scale wind energy.

The **objective** of the project is therefore to ensure a low carbon path for Mauritius, by establishing the national capacity for formulating and prioritizing NAMAs and further develop the local capability to design and implement NAMA in the energy sector. The project is structures into three components, as follows:

Component 1: Building national capacity for cross-sectoral engagement in the formulation and implementation of NAMAs (lead by the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division)).

Expected Outputs:

- (i) Lead agency with convening power designated, and supported by a strong team involving key stakeholders.
- (ii) A national voluntary emission reduction target formulated.
- (iii) A national NAMA list constituted and submitted to the “International Registry”.
- (iv) Partners for “Supported NAMAs” identified.
- (v) Programmatic Sectoral NAMAs drafted.
- (vi) A National NAMA registry established.
- (vii) Approaches & methodologies for classifying and prioritizing NAMAs developed and implemented.
- (viii) Gender mainstreamed into this project and capacity building activities.

Component 2: Design & Implementation of pilot NAMA in the Energy Sector (lead by the Central Electricity Board)

Expected Outputs:

- (i) Electricity generation sector NAMA on utility-scale wind energy analysed, designed & financed.
- (ii) Two utility scale Wind farm projects implemented through private sector co-financing contributing to GHG emissions reduction.
- (iii) An attractive policy, regulatory, and supportive framework developed to facilitate investment for utility-scale RE projects.

Component 3: Establishment of MRV system and national registry for NAMAs (lead by Statistic Mauritius).

Expected Outputs:

- (i) Institutional framework and organizational linkages for MRV, including link to in the national registry mechanism, established.
- (ii) MRV system, including monitoring plan covering key parameters for the electricity generation sector, designed & implemented.
- (iii) Local technical professionals to conduct MRV enabled.
- (iv) MRV technical committee specific to the energy pilot sector constituted.

A copy of the ‘Request for CEO Approval’ (commonly known as the project document), as

approved by the GEF CEO on 12 July 2016 can be accessed at <https://www.thegef.org/project/nationally-appropriate-mitigation-actions-low-carbon-island-development-strategy-mauritius>.

III. Organisational Context

The GEF Implementing Agency for the Project is UNEP who is responsible for project oversight, while the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division) is the GEF Executing Agency. The Ministry will thus coordinate and lead the implementation of the project in close collaboration with the Ministry of Energy and Public Utilities, Central Electricity Board, Mauritius Renewable Energy Agency, Utility Regulation Authority and Statistic Mauritius. The Central Electricity Board will be responsible for the execution of the Energy NAMA. UNEP DTU Partnership (UDP) is the co-executing agency and will support the implementing the project.

A Project Steering Committee (PSC) will be established. It will be chaired by the National Project Director and comprise of representatives from relevant Government agencies and other key stakeholder (such as project developers, industries associations and NGOs), as appropriate.

A Project Management Unit (PMU), comprising of a project manager and a project administrative assistant, will be responsible for project implementation and management of resources on a day-to-day basis. The PMU will prepare work plans, budgets, project proposals, and progress reports, amongst others.

IV. Functions / Key Results Expected

Summary of key functions:

The Project Manager is responsible for the overall management of the project for the fulfillment of project objective. He/She will also coordinate closely with the Project Steering Committee, relevant stakeholders including Ministries, Government Institutions, private sector, academia and NGOs, as well as UNEP and UDP. The Project Manager will undertake yearly operational planning and provide guidance on its day-to-day implementation. In doing this he/she shall be responsible for the effective and efficient implementation of the project activities to achieve stated objectives and for all substantive and managerial reports from the Project. He shall ensure that all project components are implemented as per work plan, budget and deliverables. In this respect, she/he will interact closely with the UNEP and UDP. The main functions will cover:

- Planning
- Management (general)
- Management (financial)
- Monitoring and evaluation

He/She will directly supervise the work of the Administrative Assistant.

1. Planning

- Ensure that baseline information is gathered in the inception phase of the project;
- Prepare an inception report including a detailed project work plan, and terms of reference for the project consultants/experts;
- Prepare annual work plan and revised accordingly;
- Plan and organize project related meetings, in close coordination with relevant Authorities and ensure project activates and stakeholders are duly coordinated;

- Provide direction and overall management to the project office;
- Take overall responsibility for the management and execution of the project;
- Ensure that the activities are carried out according to the project design and the outcomes and outputs/deliverables are achieved to the required standard of quality within the approved timeframe and budget;
- Prepare workshop/training reports;
- Review and provide key input of key outputs of the project, including market survey and assessment studies, business plans;
- Disseminate project reports to and respond to queries from concerned stakeholders;
- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize resources for the follow-up activities; and
- Report progress of the project to UNEP, Steering Committee, technical meetings, and other appropriate forums.

2. Management (general)

- Supervise and coordinate the work of the project administrative assistant, consultants/experts and sub-contractors;
- Mobilize all project inputs in accordance with UNEP procedures for nationally executed projects;
- Manage procurement of goods and services, including preparation of bidding documents, under national procedures and required government's guidelines and oversight of contracts;
- Supervise and support the organization of workshops and training programs, ensure adequate participation and quality of reports;
- Liaise with relevant ministries, institutions including research institutes, academia, NGOs and private sector for their involvement in the project activities, and to gather and disseminate information relevant to the project;
- Organise any missions set during the period of the project lifetime;
- Oversees and participates in relevant field activities;
- Ensures active follow-up and development of linkages with correspondent similar initiatives;
- Identify, analyse and share experiences and lessons learned nationally and internationally;
- Manage project risks (cost, time and quality) and when necessary and in consultation with the project steering committee and UNEP, make adjustments to project log-frame and management approach accordingly;
- Manage relationships with project stakeholders including government agencies, private sectors, academia, NGOs and other as required;
- Maintain regular contact with UNEP, UDP, relevant stakeholders and implementing partners;
- Ensure timely publication and dissemination of the reports identified as project outputs; and
- Undertaking any other activities that may be assigned by the Steering Committee.

3. Management (financial)

- Liaise with the Finance Section of the Ministry for financial and budgeting issues;
- Liaise with UNEP for timely disbursement of funds;
- Responsible and accountable for the project funds;
- Ensure proper management of funds consistent with the pro-doc, and budget planning and control;
- Liaise with project partners in the realization of committed co-finance to the project and prepare annual co-finance reports for submission to UNEP and
- Arrange for audit of all project accounts for each fiscal year as well as Mid-Term Review and final evaluation.

4. Monitoring and evaluation

- Ensure that baseline information needed to measure project impact is gathered in the inception phase of the project;
- Review project activities in accordance with work plan and the pro-doc;
- Monitor project implementation and product quality against established standards and specifications including the project logframe;
- Prepare periodic status report;
- Inform UNEP and the executing agencies of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion;
- Implement Monitoring and Evaluation activities according to work plan and pro-doc;
- Report progress of the project to the Steering Committee, technical meetings, and other appropriate forums;
- Prepare and ensure timely submission of inception report, workshop/training reports, half yearly consolidated progress reports, annual reports, project implementation review reports, thematic reports and terminal report as well as coordinate the compilation of technical reports, quarterly consolidated financial reports, certified annual financial statement, audit reports, evaluation reports and other monitoring reports as per the CEO Endorsement document, Project Corporation Agreement and as may be require by UNEP;
- Participate in and facilitate the mid-term and terminal evaluations of the project undertaken by UNEP; and
- Work with the project team to conduct post-completion analysis of the project.

V. Competencies

Decision Making

- Collects and structures available data impacting the project;
- Makes timely decisions based on facts, circumstances, and needs;
- Conducts scenario analysis.

Planning and organizing

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary;
- Uses time efficiently.

Technical Competencies:

- Knowledge of climate change, particularly mitigation;
- Analytical approach to problem solving;
- Practical understanding and ability to apply logical framework approach to project development; and
- Strong project management skills.

Teamwork

- Works collaboratively with colleagues to achieve project objectives;
- Motivates and inspires the team;
- Solicits input by valuing others' ideas and expertise;
- Willingness to learn from others;
- Manages and resolves conflict;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings;
- Builds relationships within and outside the team.

Communication

- Speaks and writes clearly and effectively;
- Conveys information to all key stakeholders in both written and verbal formats;
- Determines and utilizes the appropriate communication channels;
- Infers meaningful insights from a collection of data;
- Employs active listening;
- Prepares and delivers presentations;
- Demonstrates openness in sharing information and keeping people informed;
- Proven networking, team-building, organizational and communication skills.

Computer literacy

- Excellent command of MS Office is essential, particularly proficiency in application of MS Word, MS Excel and MS Power Point.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">○ At least a post-graduate degree in Science or Engineering or related field.
Experience:	<ul style="list-style-type: none">○ Minimum 7 years' experience in the energy sector including project management;○ Knowledge of energy sector, regulation and reform, and energy policy;○ Knowledge of UNEP/GEF facility as well as associated GEF Climate Program priorities, project preparation and implementation mechanisms would be an advantage;○ Knowledge and experience in working with government and private sector in Mauritius;○ Ability in managing a multi-disciplinary team; and○ Computer literate.
Language Requirements:	Fluency in both written and oral English.

VII. Key Deliverables

The Project Manager will be responsible for the preparation of, *inter alia*, the following key deliverables:

- Inception report including a detailed project work plan, and terms of reference for the project consultants/experts;
- Periodic status report;
- Annual work plans and revision, if any;
- Half yearly consolidated progress reports;
- Quarterly expenditure reports;
- Annual reports;
- Co-finance Reports
- Project implementation review reports;
- Thematic reports;
- Report on experiences and lesson learned; and
- Terminal report.

VIII. Terms and Conditions

- The Appointment shall be on a contract for an initial period of one year and renewable subject to satisfactory performance.
- Salary: A monthly salary of Rs 51, 575 exclusive of travelling allowance, end of year bonus and gratuity.

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