

## MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE (ENVIRONMENT)

### 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

**Posting:** Climate Change Division of the Department of Environment.

**Reporting structure:** The project manager will work under the general supervision of the Head of the Climate Change Division and will report to the National Project Director who is also the Director of Environment.

## II. Background

The Republic of Mauritius has signed and ratified the United Nations Framework Convention on Climate Change and its instruments. 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 5,777.0 Gg CO<sub>2</sub> equivalent in 2019 (Statistics Mauritius, 2019).

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 2018, Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5°C, concluded that limiting the temperature increase to 1.5°C with no or limited overshoot would mean reducing global CO<sub>2</sub> emissions by about 45% from 2010 levels by 2030 and reaching net zero around 2050.

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 a 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. The NDC is being reviewed and updated for its submission to the UNFCCC Secretariat prior to COP 26 which will be held in November 2021.

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 development of a National Climate Change Mitigation Strategy and Action Plan, and the establishment of a national NAMA Registry and a MRV systems.

Through this GEF funded NAMA project, national capacities in identifying, formulating, and prioritising NAMA, will be established. In the process of prioritising the NAMA, the development and establishment of a national NAMA registry will be initiated. A monitoring, review and validation system (MRV) will then be developed.

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

**Component 1:** Strengthen National Capability to identify, prioritize and develop mitigation actions to meet NDC targets. This component will be led by this Ministry and will cover the key sectors of energy, waste and agriculture, including forestry.

Expected Outputs:

- Institutional arrangements to coordinate development and implementation of NDC Strengthened through development of process and procedures as well as clear institutional responsibilities.
- NDC Implementation strategy developed and potential sources of funds identified.
- A National registry to track implementation of NDC established.
- Gender mainstreamed into decision making process on design and implementation of mitigation actions.

**Component 2:** Initiate Implementation actions on renewable energy (RE) target to meet the NDC goals. Collaboration with URA and CEB.

Expected Outputs:

- Mitigation Action plan for scaling up RE for electricity generation, to contribute to NDC target, analysed and developed.
- Policy, regulatory, and supportive framework strengthened to facilitate investment in RE Projects.
- Investment facilitated for RE projects to meet the RE target.

**Component 3:** Enhanced Transparency Framework (ETF) to track and transparently report NDC Implementation for RE actions. This component will be led by this Ministry and will cover the key sectors with focus on electricity generation.

Expected Outputs:

- Institutional framework and organizational linkages for ETF, including link to the national registry mechanism, established.
- MRV system, including monitoring plan covering key parameters for the electricity generation sector, designed and implemented.
- Local technical professionals to conduct MRV enabled.

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>.

The project activities and the work plan are being revised in view of commitment under the Paris Agreement and latest national Policy instruments such as the RE Roadmap 2030.

### III. Organisational Context

The GEF Implementing Agency for the Project is UNEP who is responsible for project oversight, while the Ministry of Environment, Solid Waste Management and Climate Change 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 and the Utility Regulation Authority will be responsible for the execution of the Component 2. UNEP DTU Partnership (UDP) is the co-executing agency and will support the implementing the project.

A Project Steering Committee (PSC) has been established. It is chaired by the Permanent Secretary and comprises representatives from relevant Government agencies and other key stakeholders.

A Project Management Unit (PMU), comprising a Project Manager and a Project Administrative Assistant, is 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.

The services of Environment Sustainable Development of Ecological Living In Action Ltd (ELIA) have been hired as national consultants for the execution of Components 1 and 3.

### 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 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 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, he will interact closely with UNEP and UDP. The main functions will cover:

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

He will directly supervise the work of the Administrative Assistant.

## **1. Planning**

- Prepare annual work plan and revised accordingly;
- Plan and organise project related meetings, in close coordination with relevant Authorities as well as the consultants;
- 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 plan and the outcomes and outputs/deliverables are achieved to the required standard of quality within the approved timeframe and budget;
- Prepare terms of reference for the project consultants/experts;
- Prepare workshop/training/meeting 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 mobilise 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;
- Mobilise all project inputs in accordance with UNEP procedures for nationally executed projects;
- Manage procurement of goods and services, including preparation of bidding documents where applicable, under national procedures and guidelines as well as oversight of contracts;
- Supervise and support the organisation 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;
- Prepare and ensure timely submission of quarterly expenditure reports;
- 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 different 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 workshop/training reports, half yearly consolidated progress reports, annual reports, project implementation review reports, thematic and terminal reports as well as coordinate the compilation of technical and quarterly consolidated financial reports, certified annual financial statement, audit, evaluation, inventory and other monitoring reports as per the CEO Endorsement document, Project Corporation Agreement and as may be required 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; and
- 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; and
- 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; and
- 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; and
- 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

Qualification and Experience	<ul style="list-style-type: none"><li>○ A Bachelor degree in Science or Engineering or related field. A post graduate degree is desirable and would be an advantage;</li><li>○ 5 years' working experience in the energy or environment or related field;</li><li>○ Knowledge on low carbon development, sectoral NAMA, mitigation sectors such as energy (including energy policies and regulations), transport, waste, agriculture and forestry;</li><li>○ Knowledge of UNEP/GEF facility as well as associated GEF Climate Program priorities, project preparation and implementation mechanisms, would be an advantage;</li><li>○ Experience working with government and private sector in Mauritius;</li><li>○ Ability in managing a multi-disciplinary team; and</li><li>○ Computer literate.</li></ul>
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:

- Periodic status report;
- Annual work plans and revision, if any;
- Half yearly consolidated progress reports;
- Quarterly expenditure reports;
- Annual reports;
- Co-finance reports;
- Inventory reports;
- Project implementation review reports;
- Thematic reports;
- Terms of reference for the project consultants/experts;
- Report on experiences and lesson learned;
- Terminal report; and
- Any other report that may be required under the project.

## 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 Rs51, 575 exclusive of travelling allowance, end of year bonus and gratuity.