



IMPROVING RANGELAND AND ECOSYSTEM MANAGEMENT PRACTICES OF SMALL HOLDER FARMERS UNDER CONDITIONS OF CLIMATE CHANGE (IREMA) IN SESSFOINTEIN, FRANSFONTEIN AND WARMQUELLE AREAS

TERMS OF REFERENCE

Long-term Project Support Consultant

Position : Long-term Project Support Consultant _IREMA Kunene Project

Duty Station : Windhoek (MAWLR Head Office, Government Office Park)

Duration : Initially, 12 months, with a possibility of extension depending on performance and availability of funds

Background

The Environmental Investment Fund of Namibia (EIF) in conjunction with the Ministry of Agriculture, Water and Land Reform (MAWLR) is Implementing Green Climate Fund (GCF) funded project titled SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers Under Conditions of Climate Change in Sesfontein, Fransfontein, and Warmquelle Areas “IREMA Kunene Project. The project period spans from 2019 to 2023

The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intends to: (1) Promote investments in integrated drought early warning systems and improve the existing ones; (2) Strengthen and improve the capacity of key stakeholders in drought risk management at regional, national and local levels; and (3) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought.

Duties and Responsibilities

Under the overall supervision and guidance of the Project Manager, the Consultant will have the following duties and responsibilities:

1. Support the Project Regional Technical Officer to coordinate and provide technical support towards the implementation of the following activities:
 - Integration of disaster risk management into the existing regional structures such as the Kunene Regional Development Committee under the Ministry of Rural and Urban Development, and local Farmer's Associations (FAs);
 - Implementation of the operating guidelines for mainstreaming disaster risk management (DRM) at regional and local levels;
 - Facilitate the integration of drought management practices into local level institutions, with a special focus on the FAs;
 - Train regional and local institutions on DRM risk management and have a clear comprehension of their roles to coordinate DRM mainstreaming;
 - Initiate six community-based planning exercises to design the community-based disaster risk reduction and management plans, using a sustainable livelihoods approach to update and expand existing livelihoods maps and to clarify priority climate and related risks. This is to provide hands-on experience through scenario-based simulation exercises;
2. Provide support to the Project Manager to perform the following administrative functions:
 - Actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
 - Contribute to the preparation and implementation of progress reports;
 - Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings
 - Maintain project filing system;
 - Support the preparations of project work-plans and operational and financial planning processes;
 - Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
 - Assist in logistical organization of meetings, training and workshops;
 - Draft minutes of Project PSC d and other project related meetings;
 - Support all aspects of project M&E;
 - Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards;

3. Undertake other financial and administrative tasks on an ad hoc basis

The project Assistant will be recruited based on the following qualifications and experiences:

- Bachelor degree, preferably in the field of Disaster Risk Management, Environmental or Natural Resources Management, Development studies or related discipline. Master's degree will serve as an advantage
- Must have a driver's license not less than one year;
- At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency will be a definite asset;
- A comprehensive understanding of climate inclusive Disaster Risk Reduction frameworks as well as participatory planning for risk reduction and climate change adaptation at community level will be a definite asset;
- Experience in collating, analyzing and writing up results for reporting purposes;
- Very good knowledge of results-based management and project cycle management, particularly with regards to M&E approach and methods.
- Understanding of environmental, sustainable livelihoods and associated issues;
- Very good inter-personal skills;
- Proficiency in computer application and information technology.
- Excellent language skills in English (writing, speaking and reading) and in local languages.

Submission of Proposals (Hand Delivery)

1. The documents from the consultants shall submit a cover letter, CV, and qualifications and any other relevant documents as required in an envelope all in hard copies, and **must be Hand Delivered, deposited in the bid box, EIF office, 1st floor, Reception on or before or on Friday, 26 October 2020, 16H00PM**. Late submissions will be rejected.
2. The soft copy of the documents should also be submitted in an electronic version in a USB (flash drive/memory stick).
3. Please take note shortlisted consultants will be contacted for interviews.

Enquiries:

Please contact: Mr. Joseph Elagon at 0614317733, email: JElagon@eif.org.na