

GOMP-UNDP Project on Strengthening Madhya Pradesh Climate Change Cell

Terms of Reference for Project Manager (GOMP/CC/GOMP-UNDP Project /2010)

Post Title	:	Project Manager (GOMP-UNDP Project)
Organization	:	Environmental Planning and Coordination Organization (EPCO) Bhopal
Head Quarter	:	Bhopal
Duration	:	One Year (12 months) from the date of Joining
Type of Service	:	Contractual
Remuneration	:	₹ 50,000/- per month Maximum Consolidated.
Age limit	:	50 years as on 31st Jan 2011

Background:

Environmental Planning and Coordination Organization (EPCO) is a registered society under Housing and Environment Department Government of Madhya Pradesh. EPCO's comparative advantage or its USP is its ability as an **"environment problem-solving intermediary"** This has largely been helped by the multi-disciplinary composition of the EPCO professionals. In this unique position EPCO connects government as well as non-governmental agencies in solving environmental problems. To avoid silo thinking in environment and development sector the organization is attempting to play a bridging role between bilateral or multilateral donors who wish to make better investments in people and communities so that the investments are green and also leads to better green governance.

GoMP- UNDP project on Climate Change

The Government of India has released the National Action Plan on Climate Change (NAPCC) to be implemented through eight sectoral missions. In view of the national plan all the state governments are expected to initiate concrete actions to collectively combat the impacts of climate change.

Realizing the fact that climate change is affecting the state the Government of MP assigns high priority to the issues of Climate Change and has constituted a high level interdepartmental committee with a view to ensure inter-sectoral coordination and integration of Climate Change concerns in the policy and programs of line departments. State Government has designated EPCO as the State Nodal Agency for Climate Change. A climate change cell has also been established in EPCO. As part of GoMP-UNDP Project EPCO is preparing the State Action Plan on Climate Change.

Project Strategy

The GoMP-UNDP project proposes to strengthen the MP Climate Change Cell so that it prepares and coordinates the implementation of a State Action Plan on Climate Change (SAPCC). It is envisaged that during the project period the MP CC Cell will develop into a full fledged knowledge management centre on climate change and cater to the unfulfilled agenda of mainstreaming of sustainable development and climate change concerns.

Project Organization Structure

Project Steering Committee: A Project Steering Committee (PSC) under the chairmanship of the Chief Secretary, Government of Madhya Pradesh has been constituted with ACS/PS/Secretaries /HODs of concerning stakeholder departments, UNDP and ED EPCO on board.

Project Implementation Committee: A Project Implementation Committee has been formed under Principal Secretary, Housing and Environment Department. It is responsible for making decisions for the project and periodic reviews.

State Project Director (SPD): Executive Director, EPCO has been designated as the State Project Director (SPD) for the project. The SPD is responsible for overall management, including achievement of planned results, and for the use of UNDP funds, in each activity under this project.

Duties and Responsibilities of Project Manager:

Under the overall supervision of the Executive Director EPCO, the position of the Project Manager is a key resource for providing managerial assistance and supporting coordination of the UNDP assisted project on **Strengthening of Madhya Pradesh Climate Change Cell**. The duties and responsibilities include:

- Coordinate implementation of GOMP-UNDP project.
- Prepare Project Annual Work Plans and receive funds from UNDP.
- Ensure timely completion of activities, proper, timely and complete utilization of budget.
- Conduct financial audits and submit progress reports (Quarterly Progress Reports, Annual Progress Report, FACE form and expenditure details) to UNDP in prescribed formats and submit before PC and SPD.
- Organize various workshops at Bhopal and out of Bhopal and be a certifying and visiting officer for the activities.
- Identify project partners/ agencies of appropriate experts, consultants and explore possibilities of mutual support.
- Develop and maintain a vibrant network of relations with academic institutions, NGOs and other stakeholders involved in Climate Change.
- Prepare Terms of reference, ToRs/ Request for proposals, RFPs for engaging experts / agencies for the project.
- Contribute in raising awareness among key actors, in particular at government level, regarding the Climate Change.
- Facilitate implementation of capacity building activities.
- Liaising with UNDP / GoMP and MoEF - GoI in developing program documents and providing editorial support.
- Manage project team, perform administrative tasks and manage project finances.
- Support knowledge management initiatives in Climate Change Sector. More specifically, this includes:
 - Developing and maintaining monitoring, evaluation and reporting mechanisms to effectively monitor the progress of various components of the project.
 - From time to time organizing workshops and training sessions pertaining to Climate Change activities in the region.
 - Ensuring timely completion of project activities.
- Any other task assigned by SPD or Coordinator Climate Change EPCO in the interest of this project.

Expected Skills:

Qualification: Post Graduate in Earth Sciences/ Bio-Sciences/ Chemical Science/ Natural Resource Management/ or Engineering with atleast 10 years experience of working in similar capacities. Candidates with higher qualifications and working experience in international environmental projects will be preferred.

Experience: Atleast 10 years of working in similar capacities.

- Good facilitation and communication skills in Hindi and English.
- Excellent writing and presentation skills
- Strong managerial/leadership skills
- Ability to work well under pressure.
- Good interpersonal skills, flexible attitude and the ability to manage people and complete tasks within the time limits.
- Ability to liaise and work with people of different backgrounds.
- Excellent working knowledge of MS Office-Word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc
- Ability to travel at short notices.

Last Date for application: 10th January 2011. Please super scribe your application envelop as **“Application for the post of Project manager GoMP-UNDP project”**

Applications on email will not be accepted. Please send hard copies of your application to-

Executive Director,
 EPCO, Paryavaran Parisar
 E-5 Arera Colony Bhopal -16.
 Ph 0755-2464318