



## LARGE-SCALE ECOSYSTEM-BASED ADAPTATION PROJECT (EbA) - GAMBIA

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### JOB FRAMEWORK DESCRIPTION

<b>Job Title:</b>	Field Programme Coordinator
<b>Reports To:</b>	Project Manager
<b>Location:</b>	Field Project Office – CRR, South
<b>Employment Status:</b>	Contract
<b>Effective Date of Employment:</b>	May/June

#### 1. Introduction

##### 1.1 Project Background

The Gambia Government through the Ministry of Environment, Climate Change and Natural Resources (MECCAR) in partnership with the United Nations Environment Program (UNEP) has received a \$20.5 million grant to implement the Large-scale Ecosystem-based Adaptation (EbA) in The Gambia. The project is being implemented in four administrative regions namely: Lower River, Central River (north & South) and Upper River over a period of 6 years. The project aims to build the climate-resilience of rural Gambian communities and facilitate the development of a sustainable natural resource-based (green) economy in the project regions. The EbA project is divided into three main components:

- a) Restoration of degraded forests and agricultural landscapes with climate-resilient plant species that provide ecosystem goods and services;
- b) Establishment of community based commercially viable natural resource-based businesses
- c) Policy support, institutional strengthening and knowledge generation to support large-scale implementation of EbA in The Gambia

The EbA project aims to restore 7,000 degraded forest, woodland, savanna and mangrove ecosystems and 3,000 ha degraded agricultural lands and to directly benefit 11,550 households (50% female and 50% male). The restoration of the large areas of community forests and degraded agricultural lands require integration

of EbA approach into The Gambia's agricultural systems, natural resources, climate change adaptation and socio-economic development; while responding to multiple national adaptation needs to:

- a) increase the generation of food/income to reduce the severity of negative socio-economic impacts of climate change on vulnerable rural households;
- b) protect and restore ecosystem goods and services that underpin existing rural livelihoods, including generation of valuable natural products, as well as providing services such as maintenance of soil fertility, fresh water, pollinators etc.; and
- c) Identify and demonstrate sustainable, climate-resilient livelihoods based on the sustainable management and marketing of natural resource-based products as part of The Gambia's long-term strategy to adapt to climate change.

### **Objectives of Assignment**

The primary responsibility of the Field Programme Coordinator (**FPC**) deals with the management, supervision and guidance to the project in the regions with responsibilities for programme development, design and coordination, and resource stewardship. Assist the project in developing innovative activities and resources to expand and sustain EbA interventions in The Gambia.

The FPC is responsible for planning, monitoring and reporting of annual (and multi-year) objectives and budgets. As a coordinator of field programming, the FPC identifies opportunities to combine and/or share activities and lessons to improve project performance. As a leader of a professional team, the FPC coaches and challenges Regional Coordinators and implementing partner staff in EbA programming.

### **Scope of Work**

The Field Programme Coordinator (**FPC**) is the executive of all operations in the field (4 administrative regions). S/He is fully responsible for all project activities (regardless of implementing entity) in the 4 administrative regions benefiting from the project. In collaboration with the implementing partners, s/ he shall authorize project expenses in the regions, and shall be accountable for funds so utilized. All field-based staff operating in the specific regions are under the management of the FPC. HR management issues of these field staff shall be referred to her / him. The FPC is responsible for the management (including maintenance) of all EbA project assets (Vehicles, Motor-cycles, Computers and any other equipment) assigned to the respective regions.

The Field Programme Coordinator will employ a holistic approach in programming, with two layers of accountability in the field. Working with PMU staff and implementing partners in the project regions, the FPC is responsible for ensuring programme quality in sync with the project documents and EbA integrated

approach. The FPC is responsible for ensuring that all Project Staff have shared understanding of EbA programming approach, and operate as such in the regions. The FPC ensures that EbA principles, programming methodology and strategic directions are reflected in the delivery of interventions in the respective regions. The FPC is the technical conduit of programming, and sharing knowledge on EbA programming approach and how this ties with the NAP priorities. S/He will support project staff to implement, monitor, and evaluate project activities and will represent EbA project in all relevant partner meetings in the field and at national level as required. A primary function of the FPC will be to coordinate and act as lead facilitator for programming in the respective project regions.

### **Main Responsibilities:**

#### **1. Strategic, programmatic and technical support**

- Provide strategic direction and coherence ensuring each intervention is informed by the revised EbA Project Theory of Change (ToC), and contributes towards achieving the project targets.
- Ensure Program staff accomplish their objectives within annual work plan, procedures and accepted standards.
- Provide leadership in managing the overall field operation of the EbA project, while helping implementing partners in managing their contracts and become accountable for their programming decisions.
- Ensure delivery of program quality by staff and all implementing partners
- Provide technical support to Regional Coordinators and implementing partners in all the EbA project components.

#### **2. Project Design and M&Es:**

- Ensure the design and implementation of project initiatives are in line with EbA project revised ToC.
- Conduct feasibility studies, rapid assessments and lead/guide the RCs in the assessment in local communities for EbA protocol development and collective actions that address continuous degradation of ecosystems and agricultural lands.
- Initiate and propose new project ideas/initiatives in line with agreed protocols and assist with new protocol development.
- Support the conduct of project Monitoring and Evaluation with the view to improving quality of work as well as incorporating learning.
- Take the lead in conducting assessments of new situations to support the implementation of the EbA project (and production of written reports for all assessment activities)
- Work very closely with the EbA M&E officer in delivering these tasks

#### **3. Project Management**

- Develop and monitor implementation of annual work plans in line with protocols, timelines & budget through regular travel to project communities

- Coordinate activities of the three key Results areas: components 1, 2 & 3 and ensure coherence and synergy between actions undertaken in these areas.
  - Maintain awareness of budget and expenditures in order to manage project interventions within budget; work closely with Finance in coordinating financial reports on the project.
  - Draft and edit all reports prior to their submission to Project Manager
  - Oversee field staff; monitor & evaluate progress in programming and provide technical assistance where necessary.
- 4. Knowledge generation management and sharing**
- Co-ordinate among RCs and ensure effective contribution to knowledge management within the EbA project.
  - Create linkages with other agencies and similar projects in delivering EbA approaches and protocols, and ensure that new learnings are fed into EbA project.
  - Support in the generation of new knowledge in ecosystems restoration and management in the field and share among stakeholders.
- Promote and pilot new ideas especially in the context of Performance/Results Based Management/Financing etc.
- 5. Capacity building**
- Offer capacity building to RCs and extension staff of implementing partners in areas that promotes EbA project objectives and restoration approach.
  - Deliver professional training on new initiatives to project staff and implementing partners.
  - Coordinate & facilitate all necessary staff training workshops in the region.
  - Ensure Capacity Needs Assessments are conducted and appropriate training modules developed for relevant staff/community training
- 6. Project Development & Coordination**
- Develop close working relationships with Regional Administrative Authorities, similar projects and partner agencies for programme synergy.
  - Establish close working relationships with international and Local NGOs/CBOs, government agencies and representatives operating in the Regions. Meet regularly with individuals and groups from these organizations and facilitate partnership development in relevant areas with them.
  - Organize and/or participate in regular (monthly) coordination meetings at Regional level (e.g. MDFT, TAC, etc.) to ensure that multi-sectoral synergy is enhanced.
  - Take the lead in strengthening and/or establishing multi-sectoral approach in sustainable natural resource management.
  - Serve as liaison between EbA and international partners and coordinate partners' activities in-country.

## 6. Public awareness of EbA project in The Gambia

- Ensure processes for increasing public awareness of EbA Project approaches are in place and used in the regions.
- Ensure that all program staff (including RCs) are part of a larger entity that works to increase public awareness of EbA project Approach.
- Lead and guide development of promotional materials to show case EbA interventions at all levels

## 7. Reports and reporting

- Produce timely and quality reports as and when required by the EbA Project, partners and other projects with whom there is a direct link and demand for such reports.
- Work with the PMU and all partners to produce timely & quality project reports.

## 8. Other Duties

- All other work-related tasks as assigned by the Project Manager

## 9. Qualifications and Experience

### a) Education:

An advanced degree (MA/MSc.) is preferred. Bachelor Degree desired as a minimum.

### b) Work Experience:

Five to ten years of relevant work experience and proven record of programme development and management in public, civil society sectors/NGOs. A professional-level experience in the programme design, development, implementation and impact assessment.

## 10. Language and other skills:

Excellent knowledge of English language, including the ability to set out a coherent argument in presentations and group interactions;

**Computer skills:** full command of Microsoft applications (MS word, excel, PowerPoint) and common internet applications will be required.

## 11. Key results areas

- Improved programme quality aligned to the revised ToC
- Improved programme approach and adherence to high quality EbA Standards
- Timely accomplishment of annual and multi-year objectives; especially in Annual Work Plans and Budgets (AWPB) and Annual Performance Reports (APR) etc.
- Effective partnership with implementing agencies, and linkages with similar projects for synergy
- Increased public awareness on EbA project in The Gambia and beyond
- Timely production of all progress and variance reports

## **11. SUBMISSION OF APPLICATION**

Applications and CVs should be submitted in sealed envelopes clearly stating the position being applied for and addressed to:

Project Manager  
Large-scale Ecosystem-Based Adaptation (EbA) Project  
2<sup>nd</sup> Floor  
Fatou Golden Plaza,  
Bertil Harding Highway  
Mile 7 Bakau.