# PMU position TORs (for positions funded/part funded by GEF project funds)

**TOR:** **Project Manager**

**Background**

[Background on Project, including the project objective and timeframe].

The Project Manager will supervise staff in a Project Management Unit (PMU), coordinate with project partners [list partners] and provide day-to-day management of the project. The Project Manager will report to the [list]. 100% time will be dedicated to managing the Project.

**Responsibilities**

*1. Project Management*:

* Day-to-day management, monitoring and evaluation of project activities and results as outlined in the ProDoc, Grant Agreement, and Annual Work Plan and Budget to achieve the project objective and targets in the Results Framework
* Hold monthly virtual meetings with the partners involved in each outcome
* Manage the workflow for the Project Steering Committee (PSC), which will be led by the Project Lead
* In collaboration with all project sub-grantees and partners, develop the Annual Work Plan and Budget (AWPB) for each project year, for approval by the PSC and no-objection from the WWF GEF Agency
* Provide high level oversight and monitoring of procurement and expenditure in line with the AWPB
* Review progress of work plan and monitoring plan
* Lead planning and organization for reflection workshop to identify lessons learned and propose potential changes for adaptive management to ensure project results and indicator targets are reached
* Responsible for organization of Kick-Off workshop and other project-level workshops/meetings
* Manage the design of a project website, and its ongoing maintenance and updates
* Represent the project and provide support for project supervisions and internal and external reviews/evaluations

*2. Staff management*:

* Supervise the PMU staff including M&E Officer, Financial Manager, and any directly recruited staff or consultants
* Prepare TORs to recruit consultants, staff and sub-contracts in consultation with and for no-objection from WWF GEF Agency

*3. Reporting*:

* Formulate semi-annual Project Progress Reports and ensure timely delivery to the WWF GEF Agency
* Oversee the preparation and disbursement of sub-grants
* Oversee development of quarterly financial reports and ensure timely delivery to the WWF GEF Agency
* Ensure co-finance reporting on a yearly basis

*4. Quality Assurance*:

* Provide quality assurance for project activities, including in sub-grants
* Review reports and other products from consultants, staff, and sub-grantees, and ensure quality
* Ensure implementation in line with the GEF and WWF standards and policies

*5. Partnerships*:

* Coordinate with co-financed projects and liaise with project partners to ensure co-financing commitments are realized
* Attract additional partners and co-financing
* Ensure smooth coordination and communication among all project partners, and with the Program partners
* Manage stakeholder engagement throughout the project duration
* Represent the project, as needed, at various meetings and workshops

**Qualifications and Requirements**

* 8 years technical working experience, including 2 years of project management experience
* Bachelor’s Degree, and post-graduate degree preferred
* Experience in managing similar, complex, multi-stakeholder projects
* Experience in leading a team of staff and coordinating sub-grant partners
* Ability to interact with senior business, government, and NGO staff
* Adaptive management skills
* Knowledge of WWF Project and Programme Management Standards preferred
* Experience in delivering technical and financial reporting to donor agencies on large projects
* Technical experience and knowledge in the thematic area of the project
* Experience with GEF Projects and GEF knowledge an advantage

**TOR:** **Finance and Operations Manager**

**Job Family:** Program Operations/ Coordinator

**Reports to:** Project Manager

**Major Function**

Under the direction of the GEF Project Manager, manages all financial and operational aspects of the Project including project budgeting, contracting, subrecipient monitoring and evaluations, financial tracking and reporting, and administrative functions. Provides financial and administrative assistance to, and oversight of, program staff and grantees to ensure that budgets and agreements are handled in accordance with WWF policies, procedures, systems, and donor requirements. xx% time will be dedicated to managing the Project.

**Key Responsibilities**

* Prepares, administers, and maintains the GEF project budget, ensuring that data is accurate and current. Reviews and monitors status of the budget, against the annual budget and the annual project workplan. Ensures spending levels are appropriate and coding is correct. Identifies problems and recommends corrective action, assists in the revision of budgets and communicates issues to the Project Manager. Ensures GEF Requirements are met including the budget structure contained in the ProDoc Budget, and that all expenses are associated with the incremental costs.
* Reviews all documentation received from proposed subrecipients per the WWF pre-award process, performs subrecipient risk analysis and develops a risk mitigation plan for the project.
* Coordinates and prepares financial reports for submission to the WWF GEF Agency, ensuring GEF requirements are met.
* Supports, prepares and monitors grant and consultant agreements ensuring compliance with agreement terms. Ensures agreements and payments are processed timely and in accordance with WWF policy and procedures. Prepares paper work for approval, secures signatures, and distributes documents to appropriate parties.
* Reviews and analyzes sub-recipient’s financial reports to ensure compliance by sub-recipients with WWF-US and GEF Agency reporting requirements including project partner co-financing. Notifies grantees of any problems or discrepancies and provides technical assistance to grantees in resolving problematic issues.
* Supports WWF GEF Agency Annual supervision missions by providing requested documentation and other assistance as needed.
* Assists independent mid-term and final evaluations by providing all requested financial information. Provides feedback where relevant on evaluation reports and ensures that corrective actions based on the mid-term evaluation recommendations are taken when related to financial issues.
* Maintains information and files pertaining to all financial and administrative aspects of the project including agreements. Regularly monitors on-going compliance with WWF reporting requirements and individual project deadlines. Ensures all project reports are acknowledged and routed to appropriate individuals for review.
* Provides support to the project management and coordination of day-to-day administrative operations and special projects. Identifies, coordinates and expedites the communication of information and issues both interdepartmentally and intra departmentally, as well as externally with subrecipients, the Project Steering Committee, the WWF GEF Agency and independent evaluators as necessary.
* Performs other duties as assigned.

**TOR:** **Monitoring, Evaluation & Reporting Program Officer**

[List EA] seeks a Monitoring, Evaluation & Reporting Program Officer (M&E Officer) at [list location]. Under the guidance and supervision of the Project Manager, the M&E Officer will be responsible for M&E activities including tracking and reporting project implementation against project work plans, which will be implemented by WWF and a diverse group of partner organizations, and reporting progress towards outcome indicator targets. xx% of the M&E Officer’s time will be devoted to the GEF project [provide project name]. The M&E Officer will be responsible for the collection and analysis of different data in relation to the project activities, outputs, and outcomes; maintaining the M&E results frameworks of the projects; and assisting the Manager in preparing quarterly, semiannual, and annual reports on project progress. Through the collection and analysis of high quality and timely data inputs, the M&E Officer is responsible for ensuring that the projects maintain their strategic vision and that their activities result in the achievement of their intended outputs and outcomes in a cost effective and timely manner, as well as contributing to project team discussions of potential opportunities for adaptive management.

The M&E Officer will work in close collaboration with the project teams and implementing partners and external data collecting and data sharing organizations, and will report to the Project Manager.

**Responsibilities**

* Work with Manager to design methodology for the collection of relevant data in close collaboration with all technical specialists;
* Work with field teams and implementation partners to ensure they are building and using effective monitoring systems aligned with approved logic models and work plans;
* Based on the M&E frameworks described above, design a database that helps maintain data collected over the course of project implementation and is transparent to all partners;
* Manage said database to ensure data is accurate and updated, with guidance to ensure consistency of measurement methodologies over time;
* Monitor application of project M&E plans, gather and analyze data, and produce quarterly, semiannual, and annual reports on project progress and impact in partnership with the Manager;
* Provide a completed and up to date Results Framework and Work Plan Tracking for the WWF-GEF Project at the end of each project year;
* Assist the Manager to write the 6-month and 12-month Project Progress Reports for the WWF-GEF Project, including progress, reflections, adaptive management, M&E outcomes, and project ratings;
* Proactively investigate and reflect on emerging data collection for adaptive management proposals;
* Provide input into an annual reflection workshop to inform adaptive management of the project;
* Collect and analyze additional data relevant to project from external sources;
* Troubleshoot data collection challenges;
* Monitor for data inaccuracies or inconsistencies and seek clarifications when needed;
* Provide logistical and coordination support to facilitate project evaluations (by WWF-GEF Agency and external evaluators);
* Week-long, international travel may be expected on a quarterly basis.

**Qualifications**

* A Bachelor’s degree is required in environmental science or management, program evaluation, or a related field;
* Must have at least 4 years of relevant work experience. A Master’s degree in the above mentioned fields will substitute for 2 years of experience;
* Ideally 2 of those years of experience will be in the design and implementation of M&E systems for development or conservation projects implemented by national/international NGOs/agencies/government;
* Must have proven ability to manage multiple projects and priorities;
* Strong analytical skills/expertise in analyzing data is required;
* Strong writing skills are required;
* Experience in research methods, designing and implementing tools and strategies for quantitative and qualitative data collection, analysis and production of reports is preferred;
* Experience using statistical software, such as R or Stata, is desired;
* Expertise using database software, such as Excel and Smartsheet, is preferred;
* Familiarity with PPMS (Program and Project Management Standards) and results-based management principles, tools, and techniques is preferred;
* Fluency in written and spoken xx is required;
* International, developing country field experience is preferred, especially in a monitoring and evaluation role in a development or conservation context.

**TOR:** **Project Coordinator**

**Responsibilities**

* The project Lead is ultimately responsible for the Project and will dedicate xx% of his/her time to leading the project.
* He/she will chair the Project Steering Committee and lead quarterly, virtual meetings.
* He/she will be responsible for making any significant adaptive management decisions as they relate to the strategy of the project, in close consultation with the program manager. He/she will also be responsible for any significant troubleshooting that may be required during the course of the project addressing poor performance, budget variances, staff changes, etc.
* He/she will also represent the project externally where necessary and appropriate and where the program manager may not be available.