**CAREC CLIMATE CHANGE AND SUSTAINABLE ENERGY**

**Program Manager**

Terms of Reference

**CLIMATE ADAPTATION AND MITIGATION PROGRAMME FOR ARAL SEA BASIN (CAMP4ASB)**

**Regional Coordination Unit (RCU) Coordinator**

Terms of Reference

# **Preamble**

CAMP4ASB is one of the largest projects, CAREC implements nowadays. The initiative is implemented and led by the Climate Change and Sustainable Energy Program Manager, who is responsible for the overall performance and management of the project at the regional level (Component 1, and Subcomponent 3.1). This means that up to 90% of the Program Manager’s time is dedicated to the CAMP4ASB project, while the remaining time is to be committed to the overall management of the CCSE program, maintaining its thematic directions and exploring new project opportunities at CAREC. Respective coordination between the CCSE related interventions, including CAMP4ASB project, shall be assured with all other CAREC programs.

I.1. Background of the CCSE Program

CAREC’s Climate Change and Sustainable Energy Program supports the countries of Central Asia in formulation their national policies on climate change and sustainable energy, through the use of low-carbon development principles, energy efficiency, promotion of renewable energy sources (RES) and introduction of adaptation and climate resilient measures.

The program prioritizes an inter-disciplinary approach in tackling climate change and sees adaptation, sustainable energy and low-carbon development as key instruments towards implementation of the Paris Agreement to achieve the goals of the UN Framework Convention on climate change. The program also foresees capacity building, knowledge sharing and information exchange as well as maintains a network of local, sub-regional and international experts. CCSE team participates in global climate processes, facilitates a sub-regional dialogue and promotes a south-south cooperation.

I.2. Background for the CAMP4ASB project

On November 3, 2015, the World Bank Board of Executive Directors approved an allocation of US$38 million from the International Development Association (IDA) to finance the first phase of the CAMP4ASB regional program. This approved financing includes US$9 million for Tajikistan, US$14 million for Uzbekistan, and US$15 million for regional activities to be implemented by the Executive Committee of the International Fund for Saving the Aral Sea (EC-IFAS) with support from the Regional Environmental Centre for Central Asia (CAREC) for day-to-day regional coordination and implementation.

The Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB) aims to enhance regionally coordinated access to improved climate change knowledge services for key stakeholders (e.g., policy makers, communities, and civil society) in participating Central Asian countries as well as to increased investments and capacity building that, combined, will address climate challenges common to these countries. CAMP4ASB[[1]](#footnote-1) is comprised of three components as follows:

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| Component 1: Regional Climate Knowledge Services | Component 2: Regional Climate Investment Facility | Component 3: Regional and National Coordination |
| To strengthen the knowledge and capacity base for climate action and facilitate regional dialogue and multi-stakeholder engagement for an effective climate response at scale | To provide financing and technical assistance to rural communities for climate-smart investments that will generate lessons and experience for scaled-up climate action in priority areas common to all Central Asian countries | For oversight, coordination, and implementation support at regional and national levels |
| Activities:  1.1. Strengthening the Information Platform for Central Asia  1.2. Targeted upgrading of climate-related monitoring systems  1.3. Developing methodologies, approaches, and tools for decision support  1.4. Developing knowledge products  1.5. Building capacity  1.6. Setting up a Climate Investment Assessment Mechanism  1.7. Outreach and coalition building | Subcomponents:  2.1. Investment Financing  2.2. Capacity Building and Community Support | Subcomponents:  3.1 Regional Coordination  3.2 National Coordination |

CAREC CCSE Program Manager as the RCU will provide general Program oversight, oversee implementation of activities implemented at the regional level (including liaising regularly with the NCUs to seek inputs and facilitate consensus on proposed regional activities as well as to receive feedback on their implementation), provide as needed technical support/guidance to the NCUs, review bi-annually a sample of national climate investments to ensure their consistency with guiding investment priorities set by the Regional Steering Committee, organize reviews with country TWG members to assess lessons learned from investments, and ensure lessons and results from Program activities are systematically disseminated to support participating country planning processes. The RCU will also oversee, together with the NCUs, the Program’s Feedback/Grievance Redress Mechanism. The RCU will support arrangements for the Regional Steering Committee meetings.

# **Duties and Responsibilities**

Objectives of the Assignment

The CCSE Program Manager/RCU Coordinator will be responsible for providing regional oversight to the CAMP4ASB Program implementation, by ensuring sustainability of the components management structure with adequate and sufficient resources. Specifically, the RCU CCSE Program Manager/Coordinator will lead and supervise all Program implementation activities including financial, procurement, environmental and social safeguards, reporting, monitoring and assessment processes. All other climate related projects, implemented by CAREC, will also be coordinated by the CCSE Program Manager.

Scope of Work

In his/her activity CCSE Program Manager shall be guided by the CAREC Mandate and Corporative Policy, while the scope of work of the CAMP4ASB RCU Coordinator shall be based on the regulations provided in the Project Appraisal Document (PAD), Project Operational Manual (POM), Grant Agreement and Operating Agreement of CAMP4ASB and current legislation of the Republic of Kazakhstan. CCSE Program Manager/RCU Coordinator will be responsible for the following tasks:

1. Oversee the CCSE Program and Regional Coordination Unit (RCU) by ensuring overall functioning in the interests of the Program according to regulatory documents (Agreements signed between EC-IFAS and the World Bank as well as between EC-IFAS and CAREC and in conformity with Code of Labour of the Republic of Kazakhstan); assure that CAREC related guiding and regulatory principles are followed as a corporative basis and in line with the program directions.
2. Administer operations of the RCU according to the project tasks, coordinating with National Coordination Unit (NCU) offices;
3. Ensure that all inputs to the project are directed towards achievement of outcomes that are in line with the CAREC corporate regulations and World Bank guidelines, and that the CAMP4ASB project is implemented in accordance with the Operational Manual and annual implementation work plans;
4. Ensure updates required to the POM are carried out in a timely fashion;
5. Ensure effective task performance for all priorities according to fixed quantitative and qualitative indicators (M&E logframe);
6. Take measures to provide the CCSE Program and RCU with qualified human resources, for the best use of knowledge and experiences and create a safe and favourable environment for the work and implementation of the duties;
7. Prepare Terms of References for hiring consultants and firms in coordination with the relevant staff of the CCSE Program and RCU;
8. Reveal any CCSE Program, RCU or other project issues which might prevent effective component implementation and take all possible measures to improve the program activity in the interests of the project implementation;
9. Support and update EC-IFAS in interactions with other state and regional authorities, executive structures and bodies, as well as the World Bank and other donor agencies on the issues of project implementation;
10. Represent the program through attendance at relevant international and regional climate-related events, round tables, seminars and trainings – to augment the knowledge management process and to disseminate CCSE and CAMP4ASB’s knowledge and experience, and lessons learned;
11. Carry out systematic planning, organize and manage CCSE Program and RCU staff work, assess results and effectiveness of their work; evaluate subordinates’ staff performance;
12. Supervise operation expenses, preparation of annual budgets and submit them for approval to the CAREC Executive Director (ED) and the World Bank TTL;
13. Supervise organization of procurement of goods, works and services, stipulated by the procurement plan and processes of the CAREC and the World Bank;
14. Sign (in case of having authorization from the CAREC ED) contracts with suppliers, contractors and consultants within the framework of the project;
15. Monitor the compliance with the rules and procedures of СAREC and World Bank during the project implementation;
16. Be responsible for the timely submission of the progress reports highlighting the Program and project status and plans, and any raised issues, working with the RCU and NCU members;
17. Provide results of financial audits of the project to the World Bank, within 6 months after the end of each fiscal year, in a format and manner acceptable to the Bank;
18. Explore opportunities for the program funding by developing project proposals, maintaining a dialogue with donors and development organizations, and establishing new communication networks.
19. Be responsible for organizing and conduction of the high-level climate related regional events, including Climate Annual Forums and RSC meetings. Follow-up on decisions and results of the RSC;
20. Keep the CCSE Program and RCU informed of other relevant projects and/or activities;
21. Perform any other duties as agreed with the World Bank TTL and CAREC Executive Director

Reporting

CCSE Program Manager/ RCU Coordinator will report directly to the CAREC Executive Director and the World Bank Technical Team Leader copying EC-IFAS (as the regional implementing agency of the Program).

Assignment Location

CCSE Program Manager/RCU Coordinator shall be based in Almaty, Kazakhstan at the CAREC office with frequent travels to the Program sites.

# **Qualification requirements**

* Higher education in the field of environmental protection, energy, agriculture, social sciences, or sustainable development;
* Experience in management positions and environmental management programs for at least 5 years; work experience in international organizations and interaction with multilateral development banks (WB) is an asset;
* Knowledge (and / or work experience) in the field of adaptation to climate change, promotion of technologies to reduce greenhouse gas emissions, energy efficiency, renewable energy sources, and integration of plans / programs for sustainable development and sustainable energy use (at the sectoral or local level);
* Excellent analytical, research, and presentation skills, ability to think critically; excellent organizational skills – ability to prioritize and optimally use time and resources to achieve goals;
* Fluency in English both in written and orally, including excellent speaking skills and interpersonal communication, with the proven ability to synthesize information and outreach effectively to all levels of target groups; Knowledge of Russian is an asset;
* Ability to work in a multidisciplinary and multicultural team environment, with a good experience in creating and maintaining effective relationships with various stakeholders;
* Flexible approach to work - ability to cooperate and work with various programs;
* Preparedness for business trips to the countries of the Central Asia and beyond.

1. For more details about the project and description of all components and subcomponents please, refer to the CAMP4ASB Project Appraisal Document ([PAD](http://www-wds.worldbank.org/external/default/WDSContentServer/WDSP/IB/2015/10/20/090224b083157ebd/2_0/Rendered/PDF/Central0Asia000l0Sea0Basin0Project0.pdf)) [↑](#footnote-ref-1)