

Terms of Reference

Position	State Project Coordinator.
Organization:	GoI-GEF-UNDP Project - “Mainstreaming Coastal and Marine Biodiversity Conservation into Production Sectors in the Godavari River Estuarine Ecosystem, Andhra Pradesh, India”
Consultancy Amount	Appx. Rs.50,000/- per Month. It will commensurate based on qualifications and work experience.
Supervisor:	Chief Wildlife Warden & State Project Director, Forest Department, Government of Andhra Pradesh
Headquarters :	Hyderabad / Kakinada, Andhra Pradesh
Nature of engagement	Temporary contract .
Duration:	Initially for a period of one year –extendable upto project period on yearly basis.
Duty Station	Hyderabad/ Kakinada/ Eluru

Background
<p>Government of India, with UNDP as the lead agency, funded by Global Environment Facility (GEF) is implementing the project “Mainstreaming Coastal and Marine Biodiversity Conservation into Production Sectors in the Godavari River Estuary, Andhra Pradesh, India”. The project will focus specifically on removing the key barriers to mainstreaming environmental management considerations into major production activities that are impacting the Godavari region, with a special focus on the Coringa Wildlife Sanctuary.</p> <p>The main components of the project would include: a) Sectoral mainstreaming including knowledge management for coastal and marine biodiversity conservation; b) Institutional Capacity Development; and c) Sustainable Community Livelihoods and Natural Resource Use in the Godavari River Estuary.</p> <p>The State Project Coordinator hired during the project implementation period will be based at Hyderabad/ Kakinada, Andhra Pradesh and shall work under the direct supervision of the State Project Director (SPD) in the Forest Department, Government of Andhra Pradesh. S/he shall assist the SPD in the implementation of the project activities in the state and coordinate with the National Management Unit, Ministry of Environment and Forests, New Delhi, State Government of Andhra Pradesh, UNDP, other agencies and other stakeholders during implementation of project. S/he may need to travel to monitor and track the progress of the project implementation. As this is a full-time position, the State Project Coordinator cannot hold any other assignments during the assignment.</p>

Functions / Key Results Expected
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Assist the SPD in supervising and coordinating the project to ensure that its results are in accordance with the Project Document and the rules and procedures established

<ul style="list-style-type: none"> ➤ S/he shall report to the State Project Director. ➤ PC shall assume the primary responsibility for daily project management in the State - both organizational and substantive matters – budgeting, planning and general monitoring; ensure adequate information flow, discussions and feedback among the various stakeholders of the project; ➤ PC shall ensure adherence to the project’s work plan, prepare proposals for revisions of the work plan, if required; assume overall responsibility for the proper handling of logistics related to project workshops and events in the state; ➤ PC shall prepare GEF progress reports for onward submission to NPMU as well as any other reports requested by the SPD, NPD and NPMU. ➤ PC shall provide logistics to the work of consultants and subcontractors and oversee compliance with the agreed work plan; maintain regular contact with NPMU, Godavari Foundation/ LLPMU, other stake holders and the State Project Director on project implementation issues; ➤ PC shall monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions; assume overall responsibility for meeting financial delivery targets set out in the agreed AWP, reporting on project funds and related record keeping; liaise with project partners to ensure their co-financing contributions are provided within the agreed terms; ensure collection of relevant data necessary to monitor progress against indicators specified in the log frame; ➤ PC shall assume overall responsibility for reporting on project progress vis-à-vis indicators in the log frame and undertake any other actions related to the project as requested by SPD. 	
Recruitment Qualifications	
Education:	Masters Degree in Environmental Science/ Natural Resource Management/ or related field with excellent academic record.
Experience:	<ul style="list-style-type: none"> ➤ At least 5 years of post Masters relevant experience at the state or national level in community based Biodiversity Conservation and Natural Resource Management programmes. ➤ Outstanding communication, project management and organizational skills ➤ Experience of working with Central and/or State Governments will be preferred. ➤ Experience in the usage of computers and office software packages, experience in handling of web based management systems is essential. ➤ Willing to travel. ➤ Familiarity with the working environment and professional standards. ➤ Experience in working with NGOs and civil society, and with participatory approaches ➤ Above 35 years. Retired persons with good health can also apply.
Language Requirements:	Fluency in English, language of the duty station, excellent drafting and verbal communication skills.
Interested candidates may send Applications /CVs/ Resumes to the following E-mail ids:	Email: prlccf_wlcww_apfd@ap.gov.in and Email: asamar1993@gmail.com Note: Kindly indicate the name of the Post on the top of your Application/CV/Resume. Applications without mentioning the name of the post are not considered.
Last Date for submission of applications:	22nd September, 2011
