

Annex -1-

Terms of Reference (TOR)

Project Name: Sustainable Land Management in the Qaraoun Catchment (SLMQ)

Reference Number: 00090788

Subject: Project Secretary for the Sustainable Land Management in the Qaraoun Catchment Project

Type of Contract: Individual Consultant (Long Term Agreement - LTA)

1. Background

The Project:

The Sustainable Land Management in the Qaraoun Catchment Project aims at achieving wise land use on a sustainable long-term basis for the Qaraoun Catchment. The implementation of the proposed project will have an immediate environmental benefit through the increased efficiency in the management of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and several rehabilitation measures on forests, rangelands and agricultural fields. Ultimately, this will lead to the restoration of natural productivity of the lands and to the conservation of the habitats (plants and animal species) as well as to the protection of valuable ecosystems.

Project Objective:

Alleviate land degradation through sustainable land and natural resource management, through maintaining ecosystem services, and improving livelihoods in the Qaraoun Catchment.

Project outcomes:

1. Sustainable Land Management measures avoid and reduce land degradation, delivering ecosystem and development benefits in the Qaraoun Catchment;
2. Pressures on natural resources from competing land uses in the Qaraoun Catchment are reduced;
3. Institutional strengthening and capacity enhancement for promoting sustainable forest and land management in the Qaraoun Catchment area provided through an Integrated Natural Resources Management approach across the landscape.

The project is seeking to employ a Project Secretary to work under the guidance and supervision of the Project Manager (PM) to support the project team with all project field activities.

2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Under the direct supervision of the Project Manager (PM), the Project Secretary will undertake the following tasks:

1. Provide operational and administrative support in project activities with special focus on activities related to the field;
2. Assist the project in the organization and logistical preparation of workshops, seminars, visiting missions, field trips, etc.;
3. Assist the project in preparing for meetings and presentations;
4. Assist the project in managing and centralizing all project information and reports produced by consultants and other data sources;
5. Draft correspondence in English and/or Arabic and follow-up on correspondences;
6. Carry out secretariat duties in meetings and draft minutes of meetings;
7. Follow up on the administrative side of contractual documents (agreements with municipalities, NGOs, sub-contracts, etc.) in adherence with UNDP requirements.
8. Maintain an up-to-date filing structure for all documents related to field activities.
9. Establish, manage and regularly update the project's list of contacts /mailing list.

3. Qualifications Required

The consultant must present the following qualifications:

Education:	Secondary education supplemented with relevant business knowledge (secretariat or administration)
Experience:	Minimum of 3 years of relevant experience Experience in Administrative work is required. Experience with public institutions is an asset. Previous experience in within the UN system or other development agencies is an asset. Familiarity with sustainable/local development projects is a plus
Language Requirements:	Effective verbal and written communication skills in both Arabic and English. French is a plus.

4. Duration of Contract

The contract will be valid on a Long Term Agreement basis for 33 months (but no later than 31 December 2019) with a maximum of 300 man-days.

5. Deliverables Requirements

- Submission of monthly report (including main completed tasks) & time sheets. Where applicable, the report shall include:
 - Minutes of meetings for meetings and events;
 - Update of contact list/ mailing list
- Coordination of project meetings, events including all logistics

6. Payment Terms

Payment will be processed on monthly basis upon submission of certificate of payment, time sheets, and monthly report.