

Terms of reference for hiring 4 national coordinators for the PPI-OSCAN in Algeria, Libya, Morocco and Tunisia

Employer	Centre for Mediterranean Cooperation of IUCN (IUCN-Med)
Title	National Coordinator of PPI-OSCAN
Workplace	Algiers, Tripoly, Rabat and Tunis (1 coordinator per country)
Contract type	Service contrat
Duration	1 year (with extension possibility till 3 years)
Tentaive starting date	1st March 2018

CONTEXT – PPI-OSCAN PROJECT

The IUCN Mediterranean Cooperation Center (IUCN-Med) is in charge of the implementation of the 2nd phase of the Small Initiatives Program for Civil Society Organizations in North Africa (PPI-OSCAN 2 as per its acronym in French) financed by the French Global Environment Facility (FFEM) and the MAVA Foundation.

The overall objective of the PPI-OSCAN 2 is to strengthen the technical, administrative and financial capacity of emerging Civil Society Organizations (CSOs) of four North African countries (Algeria, Libya, Morocco and Tunisia) so they are able to develop short-term concrete initiatives on the ground and contribute, in the short, medium or long term, to the implementation of national strategies and action plans for the conservation and valuing of biodiversity, sustainable management of natural resources and adaptation to the impacts of climate change.

The PPI-OSCAN 2 is organized around four specific objectives:

1. Support concrete projects contributing to the conservation and valuing of biodiversity, sustainable management of natural resources and adaptation to climate change;
2. Strengthen technical, administrative and financial capacity of CSOs;
3. Promote CSO networking and strengthen dialogue and coordination with governments;
4. Capitalize and disseminate experiences at the national and regional levels.

Objective 1: Support concrete projects contributing to the conservation and valuing of biodiversity, sustainable management of natural resources and adaptation to climate change

This program aims to strengthen emerging environmental CSOs to develop, organize and become autonomous and sustainable organizations capable of implementing field projects and generating important, direct or indirect, impacts in terms of conservation and valuing of biodiversity, sustainable management of natural resources and adaptation to climate change.

This reinforcement will be mainly through practice: the program plans to assist in the establishment and / or consolidation of innovative field projects, through small grants ranging from € 10,000 to € 40,000, for about 40 organizations distributed in the four beneficiary countries (average of 10 projects per country).

Objective 2: Strengthen technical, administrative and financial capacity of CSOs

In order for the grants awarded under Objective 1 to really serve to strengthen the capacities of CSOs, it is necessary to accompany them with a collective training system but also and above all a personalized follow-up that will enable CSOs participating in program to improve their skills in



project management, organizational management and technical knowledge related to the themes covered by the developed projects.

Objective 3: Promote CSO networking and strengthen dialogue and coordination with governments

The program will support collaborative and networking activities between CSOs of PPI-OSCAN 1 and 2 and will provide space for CSOs, other NGOs and government representatives to engage with CSOs in discussions of national strategies for conservation and valuing of biodiversity, sustainable management of natural resources and adaptation to climate change.

Objective 4: Capitalize and disseminate experiences at the national and regional levels

The objective is to highlight the initiatives put in place thanks to the grants granted under the programme, so that CSOs gain notoriety and credibility with the various actors of the society (citizens, governments, donors, etc.) and that their organizations are consolidated.

A communication strategy will be developed and implemented based on a set of media, based both on specialized media (conferences, media partnerships, animation of a website, link with other web pages, newsletters, networks social media, document production) and the mass media (television, radio, newspapers), notably through the dissemination of press releases.

MAIN FUNCTIONS AND RESPONSIBILITIES OF THE COORDINATOR

Working under the responsibility of the regional coordinator of PPI-OSCAN based at IUCN-Med in Malaga, the national coordinator will be in charge of monitoring the implementation of the programme in his/her country (Algeria, Morocco, Libya and Tunisia).

He / she will be based in the capital, in premises provided by the project, if necessary, and will be required to make frequent trips to the country and to the headquarters of IUCN-Med at Malaga in Spain.

His/her main tasks will include:

The first year, during the call for projects phase:

- Preparation and dissemination of information and programme presentation documents;
- Preparation and facilitation of national trainings and information sessions on PPI 2;
- Assistance to CSOs for responses to the call for projects;
- Supporting the project selection process, including the evaluation of the proposals received and the development of a related project database;
- Preparation and logistical organization of training sessions;
- Regular consultation and coordination with the competent national administrations;
- Administrative assistance for setting up grants and signing contracts with beneficiary CSOs;
- Animation of a network of national programme support experts;
- Organization of regular progress meetings with the Regional Coordination Team of the Program at IUCN-Med.

The following two years, during the projects implementation phase:

- Back-office and field-based monitoring of projects, supporting CSOs receiving grants on a daily basis, answering questions related to the implementation of projects (in the technical and / or management fields), helping if necessary the network of experts identified by the project;
- Consultation and coordination with the relevant national and local administrations;



- Reception and validation of project technical and financial progress reports;
- Preparation and logistical organization of training sessions, information meetings and restitution;
- Communication of program results;
- Maintenance of an up-to-date database of validation status of technical and financial reports as well as CSO payments;
- Organization of regular progress meetings with the Regional Program Coordination Team at IUCN-Med.

The national coordinator will send a quarterly progress report to the regional programme coordinator at IUCN-Med and will participate in programme coordination meetings organized by the IUCN-Med management team.

REQUIRED QUALIFICATION AND SKILLS

- Have a minimum university degree (Bac + 4 years) in fields related to environment, communication or social sciences;
- Have a proven professional experience of at least 5 years in the monitoring and management of projects related to environment, sustainable management of natural resources and social and community development;
- Have a solid experience of at least 5 years of the institutional organisation and civil society organisations active in the field of environment in his/her country;
- Have excellent organizational, relational and communication skills with governmental and non-governmental institutions in his/her country;
- Perfect command of Arabic and French (English for Libya) both oral and written with writing and synthesis skills in these languages in an international environment of at least 5 years;
- Be able to work independently, travel frequently, meet deadlines and provide quality products in accordance with international standards;
- Fluency in office software (Word, Excel, PPT, etc.) and messaging;

SUBMISSION OF APPLICATIONS - SELECTION PROCEDURE

Interested candidates are invited to apply sending by e-mail to : uicnmed@iucn.org before **12 February 2018** at midnight (hour in Spain, GMT+1) the following documents :

- CV updated and signed by the applicant ;
- Motivation letter ;
- Financial offer per year (including all taxes);
- Contact details (e-mails and telephone) of 3 referee.

The e-mail to be sent should mention in its subject the following text: « **application national coordinator PPI-OSCAN 2 (add name of the country)** ».

Applications can be sent either in English or in French.

No applications will be accepted after the closing date.

Jury interviews will be organized with short-listed candidates. Candidates shortlisted for interviews will be informed within 15 days of the end of the submission deadline.