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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE

I. Position Information	
Project title:	UNDP Project Management Unit / Environment and Energy
Project Number:	00088593, 00072737
Job Code Title:	Project Coordinator (PC)
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC 8
Supervisor:	Environment and Energy Programme Dimension Chief (DC)

II. Organizational Context
<p>Chemicals bring many benefits to societies and represent a vital element of human development. However, without good management and disposal practices, chemical substances as well as wastes have the potential to pose significant risks to human health and the environment, with the poorest members of the global community, particularly women and children, most vulnerable to their negative effects.</p> <p>UNDP promotes the Sound Management of Chemicals (SMC) and Waste as an important aspect of our work to reduce global poverty and achieve the Millennium Development Goals (MDGs).</p> <p>UNDP targets unsustainable management approaches, as well as unsustainable consumption and production patterns, including poor design and material choices. These issues are the root causes for resource depletion, waste generation and pollution, impeding sustainable human development.</p> <p>Within the framework of the Strategic Approach to International Chemicals Management (SAICM), UNDP advocates for the integration of sound chemicals management priorities into national environmental and poverty reduction planning frameworks and helps countries access resources to improve their chemical and waste regimes.</p> <p>In Kyrgyzstan, the SAICM issues were integrated into the sectorial development plans of the Ministry of Healthcare, the Ministry of Agriculture and Melioration, the Ministry of Emergency Situations, the State Agency on Environment Protection and Forestry (SAEPF), as well as to the Programme on Transition to Sustainable Development 2013-2017. More specifically, these issues are:</p> <ul style="list-style-type: none">- Healthcare - expansion of monitoring system, including product safety and safe workplaces, strengthening evaluation of health effects of chemicals, etc.- Agriculture - organic agriculture issues, access to more safe pesticides, disposal of 150 tons of obsolete pesticides.- Emergency situations - prevention of hazardous production, disposal, etc. <p>UNDP Kyrgyzstan has been supporting the Government of the Kyrgyz Republic in addressing the challenges associated with sound management of chemicals as well as in fulfilling the commitments of the Government under different international obligations related to sound management of chemicals (conventions and protocols) through implementation of a multitude of</p>

projects. Namely, with technical and expert support of UNDP Kyrgyzstan, the government has completed Municipal waste management and SAICM projects and is currently implementing a set of projects related to Management and disposal of PCBs in Kyrgyzstan, and Protection of Human Health and the Environment from Unintentional Releases of Pops and Mercury from the Unsound Disposal of Healthcare Waste in Kyrgyzstan.

Under the guidance and supervision of the DC, the PC is expected to provide high quality services to the Programme Dimension to ensure timely and efficient coordination and monitoring over implementation of respective projects and provide substantive guidance for the effective delivery and alignment with the global practices. The PC promotes a client, quality and results-oriented approach.

III. Functions

1. Ensure aligning the project activities within the UNDP mandate and corporate priorities, National strategies/programme, Project documents and contribution to the capacity development of the national counterpart institutions.
2. Deliver timely implementation of the work plan(s) as endorsed by the Project Board and approved by UNDP;
3. Monitoring and the quality control, particularly on safety, of input from consultants and subcontractors providing assistance to the project(s);
4. Ensure adequate information flow, discussions and feedback among the various stakeholders in coordination with UNDP Programme and Policy Advisory Unit and Programme Oversight and Support Unit (POSU) per the management arrangements established in the Project Document(s) and to the project(s) working groups;
5. Ensure operational management of the Project(s) in compliance with the UNDP Rules and Regulations. Provide general and financial administration of the project(s);
6. Prepare the Project Annual Work plans, Quarterly Operational Reports, Project Implementation Reviews, Progress and Final Reports, Budget Forecasts;
7. Ensure the delivery of the assigned project(s) resources against approved budgets;
8. Liaise with key stakeholders and other partners to ensure proper coordination and partnership within the framework of the Project(s) activities implementation;
9. Ensure fulfillment of standard procedures, including the ones on procurement, contracting of services and formalizing partnerships, in accordance with UNDP Rules and Regulations;
10. Regularly assess performance of personnel and consultants working under his/her supervision (if applicable);
11. Undertake regular monitoring and evaluation field visits;
12. Ensure harmonious and coordinated project(s) execution including budget preparation and management, planning and general monitoring of the project(s) and national staff;
13. Handle correspondence and keep the filing system related to the Project(s) and to general project matters in compliance with the UNDP Rules and Regulations;
14. Ensure proper documentation and codification (knowledge management) of programme methodologies and experiences for wide dissemination and institutional memory;
15. Arrange Project(s) events including meetings, trainings and other activities related to Work plan(s) implementation;
16. Secure coordination of the Project(s) activities with other projects and initiatives, towards avoiding duplication of work and participatory and greater results;
17. Maintain and feed implementation level information to support the resource mobilization efforts of the Office in the field of Chemical and waste management (when and as needed);

Perform other duties that may be required by Dimension Chief for effective implementation of the Project activities

IV. Recruitment Qualifications/Competencies

Education:	Master degree or equivalent in environment / business administration / environmental management / chemical management / medical or other relevant field. Scientific Degree is an advantage.
Experience:	<ul style="list-style-type: none">- 2 years of relevant work experience in environmental area including 1 year of work experience in the field of chemicals or waste management;- Knowledge of chemical management and environment protection issues;- Experience of providing management advisory services;- Team management experience;- Be familiar with development methodologies, including participatory approaches to strategic planning, strategic management and the management of institutional change in developing countries;- Experience of work with the international organizations, high-level government officials representing central governmental bodies and local administrations;- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
Language Requirements:	Fluency in English and Russian languages. Knowledge of Kyrgyz language is an advantage.

V. Signatures- Post Description CertificationIncumbent *(if applicable)*

Name Signature Date

Programme Dimension Chief

Name / Title Signature Date 1.12.14

PMU Manager

Name / Title Signature Date 1.12.14