



Terms of Reference: Project Manager

Background

The GCF project “Climate-resilient food security for farming households across the Federated States of Micronesia” ([SAP020](#), approved March 2021) is a multi-year project starting in January 2022 and is the **first comprehensive national effort** to focus on increasing the resilience of FSM’s most vulnerable communities to food insecurity in the face of climate change. The project targets all households in the FSM high islands undertaking some form of farming approximately 68,250 direct beneficiaries (across the Federated States of Micronesia (FSM) with 63% of HHs conducting some form of agriculture and forestry). The project specifically works to improve technical capacity and coordination for CSA planning and policy, support improved decision-making for agriculture through downscaled climate information, increase availability, stability, and accessibility of locally grown food for food security, improve nutritional outcomes for vulnerable households, develop new opportunities for income and household productivity, and strengthen climate resilient value chains across the agriculture sector by implementing three interrelated components:

- 1. Establishing an enabling environment for adaptive action and investment:** This includes institutional coordination, undertaking downscaled integrated vulnerability assessments, incorporation of climate change into State and national planning and policy, developing a network of farmer associations, and disseminating tailored communications for informed decision-making. These outputs will specifically help to better target adaptation investments based on community-level vulnerabilities, improve technical capacity for climate smart planning and policy, cement political commitment and accountability for CSA, and drive informed decision-making for farmers, all of which will increase the adaptive and anticipatory capacity of FSM and lay the foundation for improved strategic planning for food security and climate resiliency.
- 2. Enhancing the food security of vulnerable households by introducing CSA practices:** This includes establishing agroforestry systems, capacity building for extension agents, awareness building and training for FSM households, and developing reserve capacity for climate disruption. This will increase availability, stability, and accessibility of locally grown food for food security, improve nutritional outcomes for vulnerable households, develop new opportunities for income and household productivity, and drive a national change in awareness and utilization of CSA for improved resiliency.
- 3. Strengthening climate-resilient value-chains and market linkages across the agriculture sector:** This includes the development of new markets for local agriculture, enhanced food processing and preservation, and increasing awareness and consumption of local food). This will strengthen climate resilient value chains across the agriculture sector, improve food security gaps through



storage and processing, significantly transform opportunities for improved livelihoods thereby driving increased adaptive capacity, and create a strong incentive framework for local farmers to leverage CSA packages beyond the life of the project to secure a long-term shift towards improved climate resiliency with regards to food security.

Implementing Organization

The Micronesia Conservation Trust (MCT) is the Accredited Entity (AE) for the project and is responsible for supervising the implementation, financial management, evaluation, reporting and closure of the project, as well as having overall fiduciary responsibility for the project. The FSM national government, acting through the Department of Resources and Development (R&D) and the Department of Environment, Climate Change & Emergency (DECCEM), as well as the College of Micronesia (COM-FSM) will serve as the Executing Entities (EE). The FSM government and COM-FSM have overall responsibility for the effective delivery of required inputs in order to achieve the expected project outputs. The FSM government is responsible for Component 1 and COM-FSM will be responsible for Components 2 and 3.

Overview of the Role

The project will be managed by the Project Management Unit (PMU), that will be based within the R&D. The PMU is led by the Project Manager (PM) and includes an Administrative Officer and a Senior Technical Officer. The PMU coordinates activities between MCT and R&D as well as the implementing partners to oversee the implementation of the project's activities.

Specifically, the Project Manager will:

- i) Lead and direct the PMU;
- ii) Responsible for the day-to-day implementation and management of the project
- iii) Serves as the focal point for interactions between the project stakeholders and partner organizations (e.g. government departments, NGOs, civil society groups);
- iv) Plan the activities of the project and monitor progress against the approved workplan;
- v) Execute activities by managing personnel, goods and services, and training, including drafting terms of reference and work specifications, and overseeing all executing entities' work.
- vi) Monitor events as determined in the project monitoring plan, and update the plan as required.
- vii) Provide support for completion of assessments required by the GCF, including audits.
- viii) Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- ix) Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.
- x) Ensure that changes are controlled and problems addressed.



- xi) Perform regular progress reporting to the PSC as agreed with the committee, including measures to address challenges and opportunities.
- xii) Prepare and submit financial reports to MCT on a quarterly basis.
- xiii) Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the PSC for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- xiv) Capture lessons learned during project implementation.
- xv) Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- xvi) Prepare the inception report no later than one month after the inception workshop.
- xvii) Ensure that the indicators included in the project results framework are monitored annually in advance of the GCF APR submission deadline so that progress can be reported.
- xviii) Prepare the GCF APR;
- xix) Assess major and minor amendments to the project within the parameters set by the GCF;
- xx) Monitor implementation plans including the gender action plan, stakeholder engagement plan, and environmental and social management framework;
- xxi) Monitor and track progress against the GCF results framework.
- xxii) Support the Mid-term review and Terminal Evaluation process

Desired Qualifications

The ideal candidate will have the following qualifications:

- University degree in a related field (Graduate degree a plus)
- At least 5 years of proven project management experience
- Proven track record managing high-visibility and large projects for multilateral donors (past experience with climate change projects is a plus)
- Experience working with household surveying, particularly with small-holder farmers is a plus
- Experience and familiarity with agriculture, agroforestry, food-security, climate change, climate-smart agriculture, etc.
- Proven track record working and engaging with various stakeholder groups, particularly with government departments, NGOs, civil society groups, etc.
- Impeccable organizational and management skills
- Excellent written and spoken communication skills

Salary

Negotiable and commensurate with experience



Application

To apply please submit a cover letter and CV to personnel@personnel.gov.fm with the subject line “[Last Name], [First Name] – Project Manager PMU GCF SAP020”.

The Office of Personnel will be accepting applications/resumes from October 5, 2021 until filled.