

Project Manager, specialist in Agriculture and food security (An Engineering Project Manager is another option worth considering)

Terms of Reference

Timeframe of Assignment: Long-term contract

Location: Gaziantep, Turkey

Current Team Member:

Background:

The Syria Recovery Trust Fund (SRTF) was established for the financing of reconstruction activities to rebuild the country and alleviate the suffering of the Syrian people as a result of the on-going conflict. The SRTF was created to provide the international community with a vehicle to offer financial support to the National Coalition for responding to the needs of the Syrian people.

The Management Unit (MU) was established to manage the Fund and its allocations to projects addressing reconstruction, recovery, and stabilization to alleviate the suffering of the Syrian people.

The governing bodies of SRTF are:

- *The Steering Board (SB), with frequent meetings two times a year.*
- *The Management Committee (MC), meets every three months.*
- *The Director General of SRTF (DG).*

1. Key Responsibilities

Note: The specific role being sought is a Project Manager focused on the agriculture and food security sector. Nevertheless, candidates with project management expertise in different sectors or an engineering background could be considered as a viable alternative and potentially preferred if they possess substantial management experience.

Key responsibilities of the Project/s Manager include but are not limited to the following:

1.1 Needs and Stakeholder Assessments and Baseline Surveys

The PM is required to undertake demands-based needs and stakeholder assessment, as requested by the SRTF Program Unit, including meeting various potential implementation partners and local community stakeholders, as part of determining local needs and ensuring stakeholder participation from the onset of the pre-project conceptualization stage.

The PM would always be in Methodology, understanding and preparing comprehensive plans, time schedules, and task priorities.

1.2 Project Concept and Proposals Papers

The PM is responsible for orienting the potential implementing entity(s) in the use of project concept paper template by explaining in detail the definition and meaning of the content within the various parts of the Project Concept Paper template.

Furthermore, the PM should be available to the implementing entity for follow-up and provision of technical advice on completing the template form according to the SRTF requirements.

The PM is expected on a per-needs basis to ensure timely feedback from the MU is transmitted to the potential implementing entity in Syria.

1.3 Monitoring

The Project Manager is anticipated to assist in creating a range of measurable project metrics, encompassing outputs, outcomes, and results, while also submitting project deliverables and ensuring their compliance with both timeline and quality benchmarks.

1.4 Finance Agreement

The PM is expected to carefully review content and provide advisory feedback based on due diligence to inform the Management Unit of any potential concerns related to the technical and financial content of the proposed Finance Agreement by the implementing entity.

1.5 Documentation

The PM is expected to assist with collecting and collating information on the implemented projects at the various stages of the project, as well as at the completion and closing of the project.

1.6 Reporting

The PM will report directly to the PSH of the Management Unit. The PM will deliver frequent or specific reports due to regulation by the PSH. The PM is expected to contribute to the content of the SRTF quarterly or annual reporting requirements or as needed throughout preparing status reports by gathering, analyzing, and summarizing relevant information.

1.7 Coordination

Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules and meeting with project team members to identify and resolve issues

1.8 Source of information and reference point

The PM is expected to act as a source of information and reference point on the subject of his/her expertise and respond to the information needs of the SRTF stakeholders.

1.9 Any other tasks

The PM is expected to fulfill any other tasks as assigned by his/her immediate supervisor.

1.10 Workstation

The workstation is in Gaziantep City, Turkey. The assignment requires the ability and readiness to work in an off-capital environment and the ability and readiness to travel frequently, including field trips to Syria if and when the security situation allows.

2. Specific Responsibilities

The PM is expected to

- Cooperate closely with the Program Section Head and other coworkers.
- Provide substantial evidence-based technical advice and guidance related to project issues and keep himself abreast with the subject matter in a Syrian Context.

- Advise and guide counterparts providing capacity development support in the formulation of Multi Sectors Project Concept Notes and Project Proposal Development.
- Assess actual needs for emergency and rehabilitation measures from local and regional sources based on incoming information.
- Identify criteria for evaluation, prioritization, and budgeting of the projects.
- Review and evaluate incoming requests and project proposals for emergency and rehabilitation measures.
- On request, represent SRTF-MU at meetings with other stakeholders.
- Identify technical criteria for tender evaluations.
- Respond to contractor questions.
- Identification of products, services, technology potential suppliers
- Identification of potential partners, suppliers, contractors
- Supervise the implementation of projects.
- Execute any other task required by the team leader

2. Competencies

Minimum Qualifications

- Advanced university degree in Engineering or Agronomy. A diploma, besides a greater number of years of experience, would also be considered acceptable.
- Professional accreditation from a recognized education institution;
- A minimum of 10 years of professional experience in project management.
- At least 5 years of work experience in key management posts in multi-discipline projects, including contracts management and institutional capacity building;
- Computer literacy in Microsoft applications (word, excel, PowerPoint, outlook applications and recent state-of-the-art communication applications) is a must;
- Excellent proficiency in Arabic and English is required;
- Working knowledge of any language spoken in the Middle East region countries shall be positively considered.

General Competencies

- Practical knowledge in project implementation and in-depth understanding of countries in-conflict or post-conflict environment;
- Professionalism, integrity and commitment to assigned tasks and duties;
- Expertise in planning, management and mobilization of resources in the introduction and application of technologies in rural communities;

- Understanding and use of project applications which are closely linked with environmental management, community development, gender equality, social dimensions and private sector development.
- Expertise in integrated and multifaceted projects, with several components designed to reinforce each other and meet or contribute to essential needs such as health, shelter, nutrition, income generation, or energy;
- Understanding and sound judgment in multi-cultural workspace;
- Versatile capacity to deal in situations of challenging physical environment;
- Good communication skills and ability to negotiate and report on project issues.

Management Competencies

- Knowledge and understanding of risk factors associated with project implementation in challenging environments and capacity to identify solutions against or minimize the effect of such factors and events;
- Ability to communicate, motivate, manage and coordinate project assignments in order to deliver quality work and meet tight schedules under stressful environment, and a varied cultural context;
- Capacity to establish priorities, address project issues and needs of project within the overall focus of the scope of works for recovery, relief and reconstruction;
- Demonstrate trust and confidence in team-work and provide timely response to stakeholders' needs.

3. Reporting

The PM will be reporting to the Recovery Program Section Head.

SIGNATURES:

Team Member:

Date:

Supervisor:

Date:
