


TERMS OF REFERENCE (TOR)

	<p>GEF Trust Fund</p> <p><b>“Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape (CAMPAS Project)”</b></p> <p><b>JOB DESCRIPTION</b></p>
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<b>I. Position Information</b>	
Job Title:	<b>Grants Management Officer</b>
Reports to:	<b>Project Director</b>
Contract Type:	<b>Individual Contract</b>
Classified Level:	<b>L-7</b>
Duration:	<b>Part-time (on average 7 days per month), for 6 months with possibility of extension</b>

**II. Organizational Context**

**CAMPAS**, short for ‘**Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape**’, is a project funded by GEF Trust Fund. As its title suggests, the project holds the interconnected aim to improve the sustainability of Cambodia’s national system of protected areas, with the complementary objectives to mainstream biodiversity into production forests and promoting conservation of carbon stocks.

The project is delineated into two main components:

Component 1: Strengthened national vision and support for landscape-based protected area and forest management.

Component 2: Integrated landscape management to safeguard forests, biodiversity, and carbon stocks in the Eastern Plains Landscape.

The project design comprises two major outcomes, one at the national level and a supportive outcome at the demonstration site level. At the national level CAMPAS comprises three specific outputs, all oriented to strengthen unity and support for landscape-based protected area and forest management that explicitly addresses national system level issues through measures that include establishing the enabling environment at national level, through communications and awareness, strengthening protected area governance involving inter-agency cooperation, and demonstrating sustainable financing options. At the demonstration site level, the CAMPAS’s four outputs will deliver a sub-regional planning approach for the Eastern Plains Landscape that integrates protected areas and biodiversity conservation into sustainable development – with specific focus on forested landscape connectivity. At this level it also focuses on integrating forest conservation with sub-regional economic development planning, trying to resolve issues presented by economic land concessions that often ignore and impact upon protected areas, and harnessing integration opportunities with other landscape-level initiatives like those of the Asian Development Bank Biodiversity Conservation Corridors and United Nations Environmental Program Adaptation Fund projects.

The total project budget is **4,718,182 USD for the period of 60 months**. The project will be executed by the **Ministry of Environment** and implemented by United Nations Environment Programme (UNEP) in close cooperation with other NGOs partners and stakeholders.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

The Grants Management Officer works closely with the CAMPAS Project Management Unit to perform the following key functions:

1. Lead the management of the grants selection process
2. Track the contractual requirements, financial and administrative requirements and progress of each grant project and provide necessary support to grant recipients
3. Ensure smooth and timely grant amendment and closure process
4. Maintain documentation on grants

#### 1. Lead the management of the grants selection process

- Manage the selection process from announcement, selection of projects through to signing of grant agreements with selected parties, following the existing guidelines and the established timelines;
- Prepare responses to inquiries from applicants and provide guidance and training, as necessary, to applicants on the requirements of the proposal preparation and submission process;
- Orchestrate the appraisal of submitted project proposals in accordance with Grants Appraisal Guidelines and ensure that the process and results are properly documented;
- Provide sufficient guidance to relevant staff that will be involved in appraising the project proposals and ensure that required outputs are delivered in line with the schedule;
- Maintain close contacts with UN Environment and seek advice on legal/procedural issues that may arise.
- Support partners in the development of proposals as required, to ensure proposals are in line with CAMPAS deliverables and outputs and follow GSSD and UN Environment guidelines

#### 2. Track the contractual requirements, financial and administrative operations and progress of each grant and provide necessary support to grant recipients

- Lead the capacity assessment of prospective grantees and inform management of any major risks, which would require careful consideration before making decision on the grant
- Recommend capacity development measures based on any gaps identified in the assessments;
- Mentor and train finance and administrative staff of grant recipients as required, and provide help-desk services to grant recipients on financial and administrative matters
- Work closely with grantees so that important contractual requirements are being met including reporting deadlines and payment schedules. Develop suitable tracking tools to monitor status of all grants;
- Review financial and administrative reports submitted by grant recipients and ensure they meet the required standards;
- Contribute to spot-checks of grant recipients, de-brief grantees and agree on follow-up actions and monitor implementation, report to management any issues emerging from spot-checks or financial reports
- Advise grant recipients on applicable audit standards and review/clear audit reports
- Compile quarterly grants status reports with key findings and organize a quarterly internal grants meeting to discuss and design appropriate follow up/capacity development measures for grantees;
- Discuss any critical non-compliance by grantees with the relevant PMU staff and report the issues and proposed solutions to the senior management;
- Organise meetings with grantees as needed to follow-up on any outstanding issues or provide advice;

<ul style="list-style-type: none"> <li>- Support Annual Reviews, joint monitoring missions and CAMPAS Mid-Term and Final evaluations in collaboration with UN Environment;</li> </ul> <p><b>3. Ensure smooth and timely grant amendment and closure process</b></p> <ul style="list-style-type: none"> <li>- Review the requests for changes in the project documents submitted from grantees, with support from other PMU staff as appropriate, and prepare response to grantees with approval/rejection letters;</li> <li>- For any substantial changes to the project documents such as major change in activities/budgets or extension of the project period, prepare a draft amendment to the grant agreement, and facilitate the signing of the amendment to the grant agreement between GSSD and the grantee.</li> </ul> <p><b>4. Maintain updated documentation on grants</b></p> <ul style="list-style-type: none"> <li>- Ensure that all relevant documents and information related to grants are properly maintained and available for stakeholders’ inquiries, report preparation, evaluation and audits;</li> <li>- Upon completion of the selection process, document lessons learnt from the process and provide recommendations on further refinement of existing guidelines and procedures.</li> </ul>
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<b>IV. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Master degree in business, administration and management or a related field</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years of relevant experience in grants/contract/finance management or programme management.</li> <li>• Financial management background.</li> <li>• Experience in implementation of M &amp; E frameworks and systems is a plus.</li> <li>• Experience in working with government institutions and civil society organizations.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Good communication (verbal and written), interpersonal and reporting skills</li> <li>• Well-versed in grants or programme management.</li> <li>• Strong expertise in financial and administrative management, internal control procedures, and audit</li> <li>• Demonstrated planning and organizational skills.</li> <li>• Ability to coordinate the work of a group of people.</li> <li>• Ability to organize and implement training and transfer of knowledge.</li> <li>• Excellent skills in the usage of computers and office software packages, including Microsoft Office applications.</li> <li>• Willingness to travel to the field when required.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent command of Khmer and English (both spoken and written)</li> </ul>

Interested individuals should submit CV, Cover Letter and Financial Proposal no later than 26<sup>th</sup> October 2018 (at 5:00 PM) to the CAMPAS Project, GSSD/MoE, Third Floor, Room 311A, Morodok Techo Building (Lot. 503), Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and/or email to: [job.campas@yahoo.com](mailto:job.campas@yahoo.com).

Only short-listed candidates will be contacted for interview.