



Terms of Reference
Project Coordinator
February 2024

BACKGROUND

The national power company, NamPower is planning to establish a 40 MW biomass power plant at Tsumeb in the Otjikoto Region, Namibia. The power plant is co-funded by NamPower, the German Mitigation Action Fund (MAF) and the French Development Agency (AFD). If funding is approved, the project will start in the second quarter of 2024 and run for five years. Besides the establishment of the powerplant itself, grant funding from the French Global Environmental Fund (Fonds Français pour l'Environnement Mondial – FFEM) and the MAF have been secured for a technical assistance project, which will promote the rehabilitation of savannahs through the environmental and social management and supervision of a biomass harvesting and supply chain for the Otjikoto Biomass Power Station (OBPS). The technical assistance for the project (TA) will run for 5 years, while the plant is expected to run for 25 years (at least).

Bush encroachment in Namibia is a form of land degradation due to the prolific growth of certain woody species in formerly open, arid savannahs, which now impacts 30% of Namibia's land area. This leads to a loss of ecosystem service values, as well as financial and economic. The use of this artificially increased biomass, largely because of anthropogenic factors, for electricity production is one response to this challenge. NamPower, wants to build a 40MW power plant, fuelled by an FSC-certified wood chip supply chain from the harvested bush. This is a pilot project, with potential for replication in the sub-region. The overall objective of the project is to support NamPower in this innovative and complex project which aims to maximise social and environmental impacts and thus rehabilitate savannah type ecosystems invaded by the bush.

The proposed 5-year work programme is structured in 5 components which will be coordinated by the candidate:

1. Creation of an Independent Expert Committee (IEC) to support NamPower in setting up the structural basis of the environmental and social management system (responsible: **Innovation Energie Développement (IED)**);
2. Information management, research programme and capitalisation on the evolution of biodiversity and environmental and social aspects (responsible: Namibia Nature Foundation NNF; Nitidae, universities);
3. Capacity building and awareness raising of stakeholders (responsible: Namibia Biomass Industry Group N-BiG);
4. Development of a sustainable community bush harvesting model maximising benefit sharing and pilot projects targeting vulnerable groups on resettlement farms and communal lands to maximise positive social impact (responsible: esp. IED together with members of the Namibia Association of CBRNM Support Organizations (NACSO));
5. Project management and communication and reporting activities, including gender mainstreaming (responsible: the Namibia Nature Foundation (NNF), along the guidelines of MAF and FFEM, in close collaboration with NamPower).

NNF is the delegated project management organisation. A consortium agreement will be drafted to establish the implementation modalities with the operators: N-BiG, IED and NITIDAE, with NNF as



consortium leader and including the role of NamPower. The project will be supervised by a steering committee supported by a committee of independent experts and day to day operations will be managed by a PMU.

NNF will appoint a dedicated "OBPS Project Coordinator", who will be responsible for the above-mentioned Project Management, overall Project Coordination and related activities.



FUNCTIONAL RESPONSIBILITIES

Within the delegated authority and under the supervision of the Technical Services and Policy Programmatic Lead, the OBPS Project Coordinator will be responsible for:

Project management

- Provide management of components 2 and 5 under the direct implementation responsibility of NNF and coordination of all components between the partners and across all outcomes of the OBPS Project in Namibia;
- Prepare the implementation work plan for achieving activities outlined in the proposal in the allocated time frame;
- Ensure an appropriately running office for the whole project team including all consortium members, including secretarial support, office equipment, management of vehicles, etc. in coordination with the dedicated accountant / admin manager.
- Ensure effective coordination plan and systems are implemented between the partners to use the available resources to best effect;
- Support and monitor the timely, coordinated and effective implementation of consortium member work programmes.
- Draft of terms of reference for consultants and facilitate the recruitment and selection process for the NNF component;
- Support the monitoring consultants' and subcontractors' work based on their terms of reference and evaluate the quality of the outputs for the NNF component;
- Lead, support, and contribute to the organization and delivery of workshops, meetings, dialogues, and other events of various sizes for the NNF component;
- Follow up on project-related travel arrangements or facilitation of virtual engagements.
- Provide internal and external updates about project progress, potential barriers, and proposed solutions; and
- Support requests for proposals, quotations, specification sheets, and evaluation reports for the procurement of goods and services;
- Support the management and administration of payments locally, including receiving and handling cash disbursements and assisting with reconciling receipts and invoices;
- Ensure all procurement is in accordance with NNF and AFD financial and procurement policies;
- Provide day-to-day technical inputs into project planning and implementation processes.

OBPS process coordination

- Act as the key liaison between the NamPower, Namibia Biomass Industry Group (N-BiG); Innovation Energie Développement (IED); NITIDAE and NNF;
- Coordinate with the technical staff in the preparation of the narrative and financial reports as required by MAF/AFD/FFEM;
- Establish and actively maintain a network of partners and contacts engaged in efforts related to bush biomass utilization and savanna restoration, including individuals from governments, civil society organizations, the private sector, and academia;
- Document and provide inputs to case studies, statistics, and relevant updates, for the development of communications activities, knowledge products, and narrative reports;



- Prepare relevant reports, summarising progress relating to the project progress, environmental and social management performance, study findings, etc. . This will imply consolidating the input reports from the consortium members, and upstream, ensuring consistency and timely delivery. Tthis will include the review of reports prepared by consultants’ and subcontractors’, extracting relevant information into the consolidated reports required by various stakeholders.
- Participate in the planning, organization, and documentation of peer learning events, presentations, briefings, seminars, workshops, and other initiatives hosted or facilitated by the project, including identifying and inviting participants, developing agendas, and producing meeting reports;
- Prepare internal – and external-facing presentations and materials (including knowledge products and audio-visuals) to effectively communicate information about – and increase interest in – the project and its activities.

EXPERTISE REQUIRED

- Bachelor’s degree in Natural Resource Management, Environmental Sciences, Environmental Economics, Development Studies or a closely related field;
- Master's degree in environmental sciences, development studies, natural resource management, or a closely related field is an added advantage;
- A minimum of 10 years of progressively responsible experience in project management (program design and implementation) in relation to natural resource management, climate change adaptation, environment and/or sustainable development work, environmental (and social) management / assessment work; environmental monitoring and auditing work and environmental reporting.
- Proven ability to engage in complex multi-stakeholder events and discussions;
- Excellent understanding of Namibia’s environment and development issues;
- Excellent communication skills with advanced English language skills are required;
- Experience in monitoring and reporting;
- Experience in implementing donors / development partners funded projects;
- Experience in land use management and bush related issues is an added advantage;
- Experience in monitoring and reporting for international donors is an added advantage; and
- Experience of working with developing country governments is an added advantage.

REPORTING

The Project Coordinator will work under the supervision of the Technical Services and Policy Programmatic Lead at NNF.

ADMINISTRATIVE INFORMATION

The indicative starting date for the position is 1st May 2024 for five (5) years, subject to an annual review. Application should be sent to Jessica@nnf.org.na, stating “Project Coordinator – OBPS” in the subject no later than 17:00 on 29th March, 2024. The location of the role is Windhoek, Namibia. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project management and environmental science/management;
- Cover letter with indication of availability;



- Copy of drivers licence;
- Copies of certified academic qualifications; and
- Three relevant references (i.e. link to above mentioned experiences required) from previous employers.

Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.