



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	National Project Coordinator
Main Duty Station and Location:	Ankara, Turkey
Mission/s to:	To be organized separately
Start of Contract (EOD):	15 August 2017
End of Contract (COB):	15 August 2018
Number of Working Days:	1 year, full-time

Organizational Context:

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

Under the Division for Program Development and Technical Cooperation (PTC), the responsibility of UNIDO's Environment Branch (ENV) is to contribute to inclusive and sustainable industrial development by improving the environmental performance, resource productivity and safety of existing, as well as by supporting the creation of new industries providing environmental goods and services. This assignment will contribute to the activities undertaken under the Department of Environment.

Project Context:

The overall objective of this Minamata Convention Initial Assessment (MIA) is to assist Turkey in completing pre-ratification activities under the Minamata Convention in order to enable policy and strategic decision-making and to prioritize areas for future interventions. The MIA activities will complement the efforts of the country to significantly reduce the exposure of mercury to human health and the environment. It is expected that patterns of mercury consumption and release will be assessed to facilitate the design of targeted interventions, which in turn provide local and global benefits through reduced emissions to the environment.

Through institutional capacity development and enhancement at the national level, potential contamination risks from the use of mercury-added products will also be minimized. Lessons learned and experience gained from national inventory development, as well as national capacity building can be used as a model approach to be replicated in other countries to effectively address similar issues.

The following four outputs are expected from the project:

Output 1: Institutional gaps identified and national coordination on mercury established

Output 2: Review of existing mercury related regulations and identification of needed policy reforms to prepare for implementation of the Minamata Convention completed and identification of needed policy reforms to prepare for implementation of the Minamata Convention completed

Output 3: National mercury profile established based on the initial inventory and key sectors identified for intervention and investment to reduce, and where possible eliminate, mercury use, release, and emissions.

Output 4: Dissemination of information among relevant stakeholder groups (academia, public and private sectors, and civil society) conducted.

The Project document was officially approved by the CEO of the Global Environmental Facility (GEF) on 24 November 2015. More information on the project can be found here:

https://www.thegef.org/sites/default/files/project_documents/EA3.pdf

UNIDO will act as the GEF Implementing Agency (IA) for the project. The UNIDO project manager will provide technical advice, as well as coordinate and monitor the project activities. UNIDO will also provide national and international experts for technical assistance on trainings and workshops. All work plans, responsibilities, timelines, and budget should be reviewed and approved by the UNIDO project manager to ensure fast, safe, and accurate execution of the project. The office will be managed by a National Project Coordinator (NPC). The NPC will provide overall project coordination with the support of a Deputy Project coordinator (DPC). The NPC will coordinate all the GEF funded mercury related projects, if any, in Turkey to ensure information sharing, coherence, and maximum effectiveness.

These Terms of Reference (TOR) were developed in order to recruit a qualified National Project Coordinator on Minamata Convention in accordance with the approved Project Document. Under the direct supervision of Project Manager (PM) based in Vienna, in line with UNIDO rules and regulations, the National Project Coordinator will be responsible for the following duties:

Be responsible for project initiation and final planning in cooperation with the implementing agency. S/he should coordinate the preparation of the project work plan or directly will participate in its development if needed;

- Initiate and coordinate the organization of the workshops, study visits and meetings, including the Steering Committee meetings. S/he should work in close consultation with all relevant stakeholders;

- Provide notification of and briefing about the project for government ministries and government organizations that may be relevant to the project;
- Ensure that all relevant stakeholders are involved in the process of the Convention implementation. S/he should lead the work on creation of action plans;
- Work in close consultation with key stakeholders i.e. ministries and government organizations to the project;
- Provide strategic guidance in the her/his expert areas and discuss and deal with local and national authorities on matters pertaining to activities defined in the work plan;
- Provide expert advice to the Steering Committee when required;
- Ensure that highly technical documents are translated in a plain language understandable for the decision makers, stakeholders and the broader public;
- Be responsible for the management of administrative issues linked with the project implementation.
- Be required to prepare and submit all progress reports to Unido;
- Build-up milestones for building capacities of institutions responsible for the action plans regarding to Minamata Convention.

Required Competencies:

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

Managerial competencies:

1. Strategy and direction
2. Managing people and performance
3. Judgement and decision making
4. Conflict resolution

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Advanced university degree in Engineering, Economics or Management or in the related field of environmental science is required.

Technical and Functional Experience:

A minimum of 5 years of professional experience in the field of environmental issues, chemical and waste management is required. Thorough knowledge of industrial development and Minamata Convention related environmental policies in Turkey is necessary. Proven track record in the management of projects involving various chemicals under the corresponding Multilateral Environmental Agreements is essential. Documented experience in relevant enabling activity projects/program funded by GEF will be considered an asset. Familiarity with the goals and procedures of UN and international organizations as well as with government procedures is essential. Excellent interpersonal and communication skills, ability to communicate ideas effectively is key.

Languages:

Fluent written and verbal communication skills in English and Turkish are necessary.