

TERMS OF REFERENCE

PROJECT DIRECTOR (Project Implementation Unit)

Plastic Free Rivers and Seas for South Asia Project

Background

Plastic waste that pollutes the land, flows into rivers and ends up in oceans, threatens development and has far-reaching economic, ecological, and health impacts. South Asia is the third-largest contributor to global plastic waste, and unless action is taken, the region's waste is estimated to double by 2050.

The Plastic Free Rivers and Seas for South Asia project will help coordinate action and facilitate the region's transition to a circular plastic economy by encouraging investments and greater collaboration between the public and private sectors and across countries. Since many of South Asia's rivers and seas span across national boundaries, a regional approach is necessary to address plastic pollution that leaches into waterways and ends up into the ocean.

The objective of the Project is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

The Project consists of the following parts:

Part 1. Supporting Competitive Block Grant Investments to Reduce Plastic Waste

- 1.1 Supporting circular plastic economy solutions to reduce plastic waste by implementing a program of regional competitive block grant investments, providing Regional Competitive Block Grants ("RBGs") to eligible organizations in South Asia ("Eligible RBG Beneficiaries").
- 1.2 Facilitating exchange of circular plastic economy knowledge between Eligible RBG Beneficiaries and selected South Asian countries and promoting awareness raising activities.

Part 2. Leveraging Public and Private Sector Engagement and Solutions

- 2.1 Supporting development of strategies, action plans, policies, and standards to harmonize plastic pollution mitigation measures through: (a) developing and implementing a multi-year plastic policy support program, working with leading universities and organizations; (b) developing a database for lifecycle analysis, data collection, and modeling related to plastic across selected industry value chains; and (c) supporting communication activities.
- 2.2 Supporting circular use of plastic in the economy through regional public private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings of representatives from public and private sectors.

Part 3. Strengthening Regional Integration Institutions

- 3.1 (a) Carrying out works to support construction of South Asia Co-operative Environment Programme's (SACEP) new headquarters and providing technical assistance to, and building capacity of, SACEP to discharge its functions, including coordination with relevant regional organizations and uniform collection, analysis, and interpretation of pollution data.

(b) Supporting development of a fund for sustainability of existing activities and accelerating circular plastic economy solutions ("Sustainability Fund").

3.2 Supporting SACEP in the implementation and overall management of the Project, regarding the aspects related to social and environmental safeguards, monitoring, reporting and evaluation, complaints handling mechanisms, as well as financial audits.

SACEP is the responsible implementing agency for this project. SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka in 1982 to promote and support protection, management and enhancement of the environment in the region. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would strengthen SACEP to administer relevant project activities via the following insertional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

The Project Implementation Unit (PIU) is established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards. In addition, PIU has technical capabilities to advise the SACEP member states on national and regional planning and will hire (through the project) and second through partnership arrangements with member states and project partners [UNEP, UNDP, and PARLEY] the necessary skills required.

Under the overall direction and supervision of the Director General of SACEP (The Implementing Partner of PLEASE Project) the PIU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. Under close supervision direction of the Director General of SACEP the PIU will also recruit specialized consultants required for specific technical assistance for overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

Key Tasks

Under the overall direction and supervision of the Director General of SACEP (The Implementing Partner of PLEASE Project) the Project Director will conduct his/her day to day businesses including all duties and responsibilities in a timely manner. The Project Director will report to the Director General of SACEP on all aspects of his/her activities and obtain approval on all matters for the day-to-day management and implementation of the Project including all financial, substantive and administrative matters.

- Manage staff and oversee the day-to-day activities of the PIU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PIU under the guidance of the Director General of SACEP;
- Supervise project activities and arrange for public consultations as required;

- Participate and represent the PIU as non decision-making member in the Project Steering Committee (PSC) and serve as Secretary of the Committee;
- Draft Terms of References and management of Local and Foreign Consultants, monitor progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the Consultants in consistent with the overall project implementation plan;
- Provide leadership and motivation to Local and Foreign Consultants, keep them apprised of relevant developments on plastics pollution related issues in the international community, assist as appropriate in building networks of stakeholders in member states;
- Help Director General cultivate leaders and champions for addressing marine plastics pollution among member states' representatives to SACEP;
- Prepare, or as appropriate supervise the preparation of, Progress Reports, Annual Reports, Project Completion Report and other reports that may be required by the stakeholders;
- Prepare, or as appropriate supervise the preparation of, Annual Work Plans and Budgets and present to the PSC for approval;
- Supervise PIU staff in the performance of their respective duties and ensure the efficient functioning of the unit and ensure that clear working arrangements are established for collaborating with the SACEP on all management, financial, accounting and procurement matters;
- Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals, including coordinating with other international efforts on marine plastics pollution;
- Identify any support and advice required for the management, planning and control of the Project;
- Plan, organize and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports;
- Ensure the quality and timelines of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems;
- Represent the PIU and the project in general to national and international audiences;
- Assist in development of the gender mainstreaming strategy and ensure the mainstreaming of gender into all project activities;

- Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective project staff. Ensure efficient HR management, conduct regular performance appraisal exercises for Project staff;
- Ensure proper professional relationships with relevant national and international partner agencies, relevant developing programmes/projects;
- Ensure proper professional relationships with community leaders, local NGOs and other Community Based Organizations (as Women associations, Youth associations, etc) associated with the project;
- S/he will report to the Director General through the Senior Programme Officer-SACEP and shall be accountable for his/her day to day activities;
- Any other task necessary for effective and timely implementation of the project as assigned by the Director General/ Management of SACEP as and when required.

Required Qualifications, Expertise and Competencies

Candidates should be nationals of an eligible SACEP member states (South Asian country). Leadership of the Plastic Free Rivers and Seas for South Asia project, SACEP, and the World Bank are committed to reviewing a representative diversity of candidates, and women are encouraged to apply.

All candidates should have the following minimum qualifications, experience, and competencies:

- a) At least Master's in Environmental Science, Marine Science, Natural Resource Management, Environmental Law or any related discipline from a recognized University; Ph.D., in any of the fields mentioned from a recognized University would be an asset;
- b) A minimum of 10 years of experience after first degree in project identification, formulation and implementation;
- c) Work experience in the fields related to Natural Resource Management and Waste Management with special emphasis on Plastic Waste Management with demonstrated leadership and managerial skill of leading a team;
- d) Prior experience in managing and developing projects as a Team Leader/ Consultant of donor funded project will be preferable;
- e) Proven experience working with Government, civil society, international organizations and donors;
- f) Demonstrated ability in team management and collaboration;
- g) Excellent communication skills in English.

Schedule & Travel

This is a full-time position. The service is initially for a period of three (03) years. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Director General of SACEP after six months. Thereafter, there will be an annual performance evaluation.

The position will require regional travel and limited travel outside South Asia once travel is deemed appropriate based on global health conditions.

Location

Duty station for this position will be Colombo, Sri Lanka, with the opportunity to telecommute for the duration of the pandemic, subject to agreement between and among project partners and the Director General.