Terms of Reference for the Recruitment of an Environmental Expert

[AC/OSS/PROGEnv_ExpEnv/160420-11]

Job title: Associate Environmental Expert to the Environment Program
Job location: Tunis (Tunisia)
Contract duration: 06 months (renewable)
Start date: 06/01/2020
1. CONTEXT

The Sahara and Sahel Observatory (OSS) is an international intergovernmental organization with an African vocation, created in 1992 and established in Tunis. Its action is located in arid, semi-arid and dry sub-humid areas of the Sahel-Sahara region. Its members include 25 African countries, 7 non-African countries, 13 organizations (organizations representing West, East and North Africa, United Nations organizations) and 3 non-governmental organizations.

The OSS’ mission is to support its African member countries in the sustainable management of their natural resources in a context of particularly adverse climate change. The OSS action principle is to work alongside member states and organizations and to play the role of initiator and facilitator of partnerships on topics related to the natural resources management and the environment protection.

As part of its missions for a good environmental governance in its area of action, the OSS coordinates several actions that aim to develop methods and tools dedicated to the management and protection of natural resources and adaptation to climate change impacts.

The OSS provides its members and partners with technical and institutional support enabling the development of project requests to deal with climate change impacts and contribute to countries’ adaptation and mitigation efforts. Thus, in order to better adapt its services and encourage the mobilization of financial resources for these project requests, the OSS has placed itself as an agent (regional implementing agency) between climate funds and its members and partners. In this context, the OSS was accredited as an implementing entity by the Adaptation Fund in 2013 and by the Green Climate Fund - GCF in October 2017. These two accreditations reinforce the OSS facilitating role for partnerships and allow it to mobilize funds and thus contribute to the implementation of policies and strategies related to the environment and the sustainable development of its members and partners. As such, the OSS carries out supervision activities of the implementation of projects and programs on adaptation and / or mitigation to climate change impacts, including technical assistance to other countries wishing to implement a preparation program.

2. JOB DEFINITION

Under the responsibility of the Environment Program Coordinator, and the responsible oversight of the Climate Component, the Environmental Expert will be called upon to provide support for carrying out the activities of the Program, in particular, the following activities:

**Technical and analytical support:**

- Contribute to the environmental and social screening process of activities specific to projects carried out by the executing partners and consultants;
- Make sure that appropriate measures to mitigate the project-related environmental and social impacts are proposed and observed;
- Oversee the work of the consultants, review and evaluate the deliverables provided and make recommendations for their improvements;
- Ensure that measures to mitigate the project-related environmental and social impacts are implemented in accordance with the project-specific ESMF or ESMPs.

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3 [http://www.oss-online.org/fr](http://www.oss-online.org/fr)
Project development:

- Support the call for project proposal processes as needed;
- Support the Program in projects review and bankable project documents selection;
- Contribute in preparing projects through concept note drafting and reports evaluation, and conducting due diligence missions;
- Undertake the documentary research necessary for the development of new concept notes, in particular by consulting the Nationally Determined Contributions (NDCs), national communications and biennial updates within the framework of the UNFCCC;
- Calculate or validate the indicators planned for the evaluation of the projects’ impacts and in particular those related to mitigation and adaptation;
- Collect project reports and other deliverables and make sure they are executed in accordance with the contract or agreement.

Project management:

- Regularly updating files and documents for the assigned projects;
- Ensure the preparation of progress reports, annual reports and periodic updates of the assigned projects;
- Provide logistical support for the organization of events, workshops and meetings and take minutes at different events for the assigned projects;
- Contribute in capacity building, knowledge management and communication activities related to CC mitigation.

Other activities of the Environment Program:

The associate expert will also be involved in the execution and support of all other activities of the Environment Program. This will include the expertise-related tasks required for the different projects of the Environment program. The expert will support the project teams and the OSS daily activities.

3. PROFILE REQUIRED

Education

Hold a higher (Bachelor degree + 4) education diploma (Engineer or Master) in environmental sciences, Agronomy, Agro Economics, natural resources management or any related field.

Experience

- Have at least 05 years of relevant professional experience in a national institution, an international / development organization;
- Have experience in climate change related areas, specifically focused on impact monitoring - evaluation tools;
- Have a good knowledge of the issues and challenges of the region and in particular of the East Africa’ countries;
- Proven experience in project design, including support for reviewing / developing project concepts and documents, work plans and budgets is an asset.

Conditions to meet and Qualifications required:

The applicant must meet the following conditions:

- Be enthusiastic and able to quickly learn new concepts and take initiatives;
- Be able to handle responsibilities with accuracy and within the time limits;
- Have a great analysis, synthesis and writing ability;
• Have a good knowledge of new information technologies and a good command of office software (word processing, messaging and Internet);
• Have an excellent command of English and French languages.

Professional requirements:
• Be ready to work with people of different nationalities and cultures and to travel to the different countries of the OSS area of action;
• Be willing to work within a team, under pressure and to act as a positive example contributing to team spirit;
• Take initiatives, be organized with a results-intended planning;
• Be open to change and flexible in a very dynamic environment. Effectively adapts his/her approach to follow changing circumstances or needs. Actively listen and share knowledge spontaneously.

4. REMUNERATION

The remuneration ranges between 1800,000 and 2200,000 USD based on years of proven professional experience and showing interaction with administrative management.

This global compensation corresponds to gross monthly remuneration subject to a monthly 10% deduction, corresponding to contributions to the OSS insurance scheme. These insurances cover sickness, invalidity, death and personal accident insurance as well as travel insurance.

5. SUBMISSION OF THE APPLICATION FILE

The application file must necessarily include the following elements:

1. A signed cover letter addressed to the OSS Executive Secretary;
2. A signed curriculum vitae; (Use the standard OSS CV template downloadable on the following link): [OSS CV Template];
3. A copy of the diplomas;
4. Other references deemed useful.

6. SUBMISSION PROCEDURE AND DEADLINE

Applications must be sent by email to procurement@oss.org.tn

Applications sent electronically must be entitled:

Call for applications: Associate Environmental Expert to the Environment Program (OSS) [AC/OSS/ProgEnv_ExpEnv/160420-11]

Deadline for reception: May 15, 2020 at 11.59 p.m. (Tunis time).

For any additional information request, please send your requests to: procurement@oss.org.tn