



TERMS OF REFERENCE FOR THE PROJECT MANAGER

Job title: Regional Project Manager - BCLME IV Project

Duty Station: BCC Secretariat, Swakopmund

Commencement date: as soon as possible

Expected duration: Six years, with no more than nine months of probational. This post will be ceased upon the completion of the project.

Salary notch: NAD 1,261,723 [Total cost to company]

1. ABOUT THE BENGUELA CURRENT CONVENTION

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions;
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission;
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission;
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission;
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

The Global Environmental Facility (GEF) through the United Nations Development Programme (UNDP), is supporting the BCC to implement its Strategic Action Program (SAP), and hence this five-year project titled *“Mainstreaming Climate-Resilient Blue Economy in the BCLME Region (BCLME IV Project)”*. The Project Manager is required to manage this project.

1. Overview of the BCLME IV Project

The objective of the BCLME IV project is to mainstream the development of climate-resilient Blue Economy in the implementation of the updated SAP of the Benguela Current Large Marine Ecosystem, which will, over the longer term, contribute to restoring depleted living marine resources and degraded



marine habitats, enhancing livelihoods opportunities within the coastal communities, and increasing resilience of marine ecosystems and dependent coastal communities to climate change impacts. By strengthening policy and regulatory frameworks and institutional and private sector capacities, developing viable finance mechanisms to stimulate investment in Blue Economy interventions, and promoting blue carbon finance mechanisms the project will contribute to developing regional and national frameworks for innovative Blue Economy finance, which will make transition to Blue Economy (BE) in BCLME region a reality. Blue Economy is defined as sustainable use of ocean resources for economic growth, improved livelihoods, and jobs while preserving the health of ocean ecosystem.

The project will address barriers to successful transformation to Blue Economy through the following components: (1) improving marine and coastal management efforts through effective MSP and MPAs; (2) enhancing sustainable and climate resilient marine living resources; (3) improving coastal and marine pollution management; (4) promoting regional and national frameworks for innovative Blue Economy finance; and (5) knowledge management, awareness raising and upscaling for Blue Economy.

2. General Responsibilities

The Project Manager (PM), will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. Under the supervision of the Executive Secretary of the BCC and UNDP Deputy Resident Representative, the PM is ultimately responsible for organising and overseeing delivery on all aspects and activities of the Project.

3. Specific Duties

The PM will have the following specific duties:

i) General Project Management

- Manage the overall conduct of the project.
- Plan the activities of the project and monitor progress against the approved workplan.
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work.
- Monitor events as determined in the project monitoring plan, and update the plan as required.
- Provide support for completion of assessments required by UNDP, spot checks and audits.
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Monitor progress, watch for plan deviations and make course corrections when needed within PSC-agreed tolerances to achieve results.
- Ensure that changes are controlled and problems addressed.
- Perform regular progress reporting to the PSC as agreed with the PSC, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.



- Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the PSC for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation.
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the inception report no later than one month after the inception workshop.
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR.
- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;
- Monitor and track progress against the GEF Core indicators.
- *Support the Mid-term review and Terminal Evaluation process.*
- Provide strategic guidance to leverage the project activities towards achieving more effective partnerships in the BCLME region to stimulate Blue Economy growth
- Assist BCC Secretariat and riparian States to secure sustainable financing for the Blue Economy initiatives beyond the duration of BCLME IV project
- In collaboration with the Executive Secretary of BCC Secretariat, support BCC Member States to integrate the BCC initiatives into their national programmes to ensure continuity beyond the project.

ii) **Technical Assistance**

Project Manager will participate with a technical advice to the following technical activities:

- Guide preparation of MPA management plans
- MSP capacity building programme
- Guide the development of MSP transboundary plan
- Support to identify and access available financial resources in NIMPA and Orange Cone demo projects
- Guiding development of the plan on sustainable and climate resilient mariculture opportunities and exploitation of other living marine resources
- Support baseline study on pollution and developing harmonised policy
- Support Investment Policy Reviews
- Support Namibe demo project to implement financial mechanisms

4. Qualifications, Skills and Competencies

The selected candidate is expected to have more than 10 years demonstrated successful experience in Project management roles and will have:



- Post-graduate degree in the Marine Sciences, Fisheries Management, Coastal Management, Environmental Management, Natural Resources Management, Environmental Economics or related experience and institution building;
- At least ten years' experience in fields related to the assignment; Demonstrated diplomatic and negotiating skills;
- Proven experience in supporting policy processes (formulation, reform, harmonization), preferably in Africa and preferably in the relevant fields to the project activities;
- Familiarity with the goals and procedures of international organizations, in particular those of the GEF and the Implementing Agency (UNDP);
- Excellent English speaking and writing skills;
- Previous work experience in one or more of the BCC Parties, and previous work experience in the region on issues related to the Project and Programme will be very favorably considered;
- Working knowledge of Portuguese would be highly advantageous.
- Experience in Project management with evidence of delivery on time, and within budget;
- Experience in managing people, finance and budgets;
- Experience in the preparation of work programmes, budgets and the provision of management and financial reports;
- Experience in developing performance indicators, monitoring, evaluating and reporting on complex Projects;
- Demonstrable excellent English verbal and written communications skills, both at a technical level and in the preparation of information destined to the general public; Knowledge of both national languages of the BCC Parties (English and Portuguese) is considered a major asset;
- Previous experience in the operational aspects of UN or similar donor funded Projects with a focus on capacity building in developing countries;
- Experience in managing the work of consultants, work as part of an inter-disciplinary and/or multi-cultural team

5. Application Process

The vacancies are open to competent nationals of the BCC Parties (Angola, Namibia and South Africa)

Applications containing a cover letter, certified ID copy, detailed CV and certified copies of qualifications should be forwarded to:

The BCC Executive Secretary, Project Manager, 1 Strand Street, Swakopmund, Alternatively by post to: Private Bag 5031, Swakopmund, Namibia and/or preferable by email to: rpm@benguelacc.org

Closing date: 5th June 2025 – 16h00 (Namibian time)

Note: Only shortlisted candidates will be contacted for the interviews.