

Terms of Reference for CTA / Project Manager for UNDP/GEF Tisza MSP

1. Introduction

- 1.1. The CTA will report to the Executive Secretary of the ICPDR and be responsible for overall project management for the Tisza MSP.
- 1.2. The ToR describes the tasks of the CTA. The ToR also provides guidance to the work, which the Expert is expected to undertake, and its general working arrangements.

2. Objective (Mission statement)

The overall objective is to ensure the implementation of the Tisza MSP according to the Project Document included in the contract signed between UNOPS and ICPDR on 17 July 2008.

3. Responsibilities of the Expert

- 3.1. The Expert is responsible for implementation of the Tisza MSP according to the Project Document.
- 3.2. The Expert will report regularly to the Executive Secretary, on the implementation of these responsibilities, on proposed activities and the results achieved.
- 3.3. Proposed activities with policy or financial implications for the ICPDR or its Secretariat must be approved in advance.

4. Main tasks of the Expert

The Expert is entrusted to carry out the following main tasks under the supervision of the Executive Secretary:

- 4.1. Manage the project and budget according to the Project Document;
- 4.2. Provide UNOPS reports as required (according to article 2.5 UNOPS contract);
- 4.3. Prepare ToRs for contracts and project consultants;
- 4.4. Prepare the annual work plan of the programme on the basis of the Project Document;
- 4.5. Coordinate, monitor and be responsible to the Steering Group for implementation of the activities described in the work plan;
- 4.6. Provide technical advice to the work of Component 1 on river basin management;
- 4.7. Provide technical management of the overall demonstration programme;
- 4.8. Responsible for developing a replication strategy for propagating the findings in the DRB and globally in agreement with UNDP and GEF;
- 4.9. Promote the project through technical presentations;
- 4.10. Develop and implement an appropriate M&E programme for the UNDP/GEF Tisza MSP;

5. Working Arrangements

- Part-time assignment for the duration of the UNDP/GEF Tisza MSP
- The place of work will be both Malmesbury-Wiltshire UK and the ICPDR office. Prearranged days of regular task meetings will be established.
- The contracted amount of USD 174.000 will be paid in instalments of USD 14.500 each and its equivalent in EUR (*) according to the following schedule:

July 2008, October 2008,

January 2009, June 2009, September 2009, December 2009,

March 2010, June 2010, September 2010, December 2010,
March 2011 and final payment upon delivery of the final report in June 2010

(*) the amount will be converted in EUR using the rate of exchange at which the payment of UNOPS was received in the ICPDR bank account in respective quarter

- All administrative and financial issues will be based on ICPDR guidelines and rules of procedure.

Terms of Reference for Project Assistant / Technical Project Staff for UNDP/GEF Tisza MSP project

Title of position: Project Assistant / Technical Project Staff of the UNDP/GEF Tisza MSP project

The position of Project Assistant / Technical Project Staff of the ICPDR responsible for the fulfilment of the following tasks:

The project assistance/ Technical Project Staff will have the following specific duties related to the project management:

Provide technical input, assistance and support to project CTA related to the following tasks of the project management: (with continuous report toward the ES of the ICPDR):

- Provide technical input in reporting to UNDP, UNOPS and ICPDR ES when required, support CTA
- Assist CTA with development and implementation of the Monitoring and Evaluation
- Assist CTA with administration of the financial documents
- Provide technical input to ToR for contracts related to Component 1
- Organisation and documentation of selection procedures of demonstration projects
- Administration of Contracts
- Direct and continuous update toward the ES of ICPDR
- Assistance with preparing and disseminating information to PSC
- Participation in Meetings/Conferences - Project dissemination after the approval of the ES of the ICPDR
- Assist CTA in authorization, organisation and arrangement of reimbursements of travels costs

The project assistance/ Technical Project Staff will have the following specific duties related to the main components of the UNDP/GEF Tisza MSP project:

Provide technical input, assistance and support to project CTA related to the following tasks of the project components: (with continuous report toward the ES of the ICPDR):

- Joint development with the CTA of strategies and products of component 1
- Compilation and editing of documents of component 1
- Organisation of project related workshops and meetings with joint responsibility of the project CTA
- Support CTA in guidance development for project selection
- Organisation and documentation of selection procedures related to the demonstration project selection
- Support CTA in management of demonstration projects
- Joint responsibility together with CTA related to the development of dissemination strategy
- Administration of web site
- Support CTA in the development of replication strategy
- Supporting CTA in overall financial coordination towards UNOPS
- Assist CTA with administration of financial documentation toward the ICPDR
- Assist in the development of guidance of financial documents for the demonstration projects