

TERMS OF REFERENCE

Job title:	Regional Project Coordinator
Contract level:	SB5-2
Duration:	6 months (with the possibility of extension)
Organization:	United Nations Office on Drugs and Crime (UNODC)
Duty Station:	Quito, Ecuador
Type of Work:	Full-time

I. Organizational Context

Transnational conservation crimes are among the fastest growing, high-value, low-risk illegal enterprises, and are causing irreparable damage to the Amazon. They rob communities of natural resources and pose multiple health and security risks to people and states, while contributing to the growing illicit economy. Through illegal exploitation of natural resources, transnational conservation crimes degrade the region's biodiversity and threaten the viability of the complex Amazon ecosystem.

In response to this critical threat, the United Nations Office on Drugs and Crime (UNODC) Global Programme for Combating Wildlife and Forest Crime (GP WLFC) and the United States Agency for International Development (USAID) recently have launched a four-year project entitled Combating Transnational Conservation Crimes in the Amazon (TCCA). The project's objective is to improve regional cooperation and capacity of enforcement and justice system actors to detect, interdict, investigate and prosecute transnational conservation crimes in the Amazon, including wildlife, forestry, minerals crimes and crimes in the fisheries sector. The project will cover Brazil, Colombia, Ecuador, Guyana, Peru and Suriname and is a part of GP WLFC activities in Latin America. The project is funded under the USAID Amazon Regional Environment Program (AREP) that collaborates with regional governments, Indigenous communities, local and global environmental organizations and civil society groups to ensure a healthy and resilient Amazon Basin that is valued by society, ensures human well-being and safeguards our global climate.

This position is located in the UNODC United Nations Office on Drugs and Crime (UNODC) project office in Quito.

II. Duties and Responsibilities:

Under the supervision of UNODC Representative in Peru and Ecuador and under direct guidance of the Chief of UNODC Global Programme for Combating Wildlife and Forest Crime/Chief of Sustainable Livelihoods Unit and in close cooperation with the international technical advisor based in Ecuador, the UNODC Headquarters in Vienna and other UNODC field offices, the regional project coordinator will carry out the following responsibilities:

USAID project management:

- Manage and coordinate the USAID project activities in Ecuador with the overall oversight of regional and national activities of the project in all beneficiary countries, in close coordination with UNODC HQ in Vienna and field offices;



- Manage the project workplan and track progress as well as coordinate timeline input from all project personnel located in different offices;
- Develop strong relationships with the national authorities in Ecuador and support regional cooperation between Ecuador, Peru, Colombia, Brazil, Guyana and Suriname;
- Assist with the site selection for the USAID project implementation in Ecuador;
- Develop and maintain a network of contacts, ensuring substantive engagement with institutions and structures to facilitate the implementation of the project activities;
- Develop and implement the workplan and assigned activities at the national level and regional level, in accordance with the overall GP WLFC strategy and priorities, including in collaboration with the national counterparts and relevant stakeholders, in coordination with GP WLFC colleagues;
- Plan, monitor and execute the project and ensure its successful programmatic and financial delivery, including by ensuring regular updates from all colleagues involved in the implementation,
- Participate in needs assessment missions and in substantive discussions with the national authorities, and draft related mission reports;
- Prepare background papers, correspondence with governmental institutions, working papers, mission reports, presentations, policy documents, agendas, workshop/training and ad hoc reports;
- Promote and strengthen at the working level collaborative initiatives and information exchanges between UNODC, USAID, other US government institutions and various stakeholders from the international and NGO community;
- Provide regular updates to USAID for the project implementation in all project beneficiary countries and ensure close liaison throughout the project implementation;
- Maintain the calendar of activities and regularly update the monitoring tools of the project-tracking sheets, progress of activities, activity reports, workshop outcome reports;
- Participate in regular calls, meetings, steering committees and provide progress updates of assigned project activities;
- Support the obtaining of timely Leahy Vetting from USAID for the participation of law enforcement officials in the training activities of the project activities;
- Prepare pre-and post-training surveys and document feedback of participants in trainings, workshops;
- Maintain all project records- the lists of participants, agendas, training materials and ensure quality oversight of training/workshop/meeting reports and minutes in line with USAID reporting requirements;
- Document lessons learnt, best practices, and communications material developed throughout the project implementation;
- Regularly update the project calendar of activities and monitoring tools to ensure a timely tracking of progress against targets, indicators, workplan and financial expenditures;
- Manage assigned personnel under the project;
- Plan, implement and manage the project strategies and activities as outlined in the project document;
- Prepare consolidated detailed work plans and accompanying budgets and budget revisions for all project activities, as well as the timely and accurate submission of progress and financial reports;
- Ensure timely project review, revisions, monitoring and completion of related reporting obligations;
- Monitor the implementation of all assigned project activities and report on the progress;

- Prepare cash forecast needs for the project activities and coordinate with the admin-finance specialist the timely cash request and budget release in Umoja;
- Assist in the planning of the procurements of goods and services as per project activities and in line with UNODC procurement regulations and financial rules;
- Assist in preparing the Terms of Reference for consultants to ensure qualitative and objective procurement of services and support the engagement of consultants;
- Ensure effective knowledge management, data and knowledge products relevant to UNODC's work on combating illegal trafficking, including the collection of examples of global good practices;
- Perform other duties as required.

III. **Recruitment Qualifications**

Education:

- Advanced university degree (Master's degree or equivalent) in political sciences, international relations, law, business administration, criminology, public administration, environmental science or related field is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- At least 7 years of project management experience in international projects with a regional focus
- At least 2 years of experience in environmental crime, including wildlife trafficking and/or illegal logging or illegal mining, is required
- Knowledge and understanding of the national context and the criminal justice system (law enforcement, international cooperation, prosecutorial, judicial operations) is desirable
- Knowledge of the national environmental legislation is desirable
- Experience in the administration of technical assistance projects in government/international organization is desirable
- Experience of working with USAID projects is an asset
- Work experience with UN is an asset

Language requirements:

- Excellent command of Spanish and English languages is required

UN values and competencies

- **Professionalism:** Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match audience. Demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.
- **Accountability:** Takes ownership of responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others.
- Seeks feedback to learn and improve.

IV. Coordination and Supervision

Under the supervision of UNODC Representative in Peru and Ecuador and under direct guidance of the Chief of UNODC Global Programme for Combating Wildlife and Forest Crime/Chief of Sustainable Livelihoods Unit and in close cooperation with the international technical advisor based in Ecuador, the UNODC Headquarters in Vienna and other UNODC field offices.

V. Contracting method, payment form and duration:

The service contract (SC) will be signed by UNDP at the request of UNODC within the framework of the United Nations Office on Drugs and Crime (UNODC) Global Programme to Combat Wildlife and Forest Crime. This type of contract will include health and life insurance.

The hired candidate will be responsible for tax obligations and requirements that are stipulated in the contract and any obligatory payments to the IESS (for retirement pension purposes). UNDP is not an authority in the withholding of taxes.

The Regional Project Coordinator will receive a monthly salary, according to the budget stipulated in the Programme upon the presentation of an invoice and document certifying payment to the IESS has been issued.

The contract period is for six (6) months of full-time work, with the possibility of renewal according to performance, availability of funds and duration of the programme.

VI. Place and Schedule of Work

The station of duty will be based in the city of Quito, Ecuador with the possibility of regular trips to be made across the country. (to be confirmed)

The professional hired must work a regular schedule (of 8 hours) from Monday to Friday, and when necessary, available to work extended hours.

VII. Workplace diversity policy

The United Nations System is committed to achieving diversity within its workforce and invites and encourages qualified applicants, regardless of sex, nationality, disability, sexual orientation, culture, religion, and ethnicity. All applications will be treated with the strictest confidentiality.