

Terms of Reference

Programme Officer, SAFE

Location: Khartoum, SUDAN

Supervision received: The Programme Officer reports to Head of Programme in Khartoum

Background

WFP has been implementing SAFE (safe access to firewood and alternative energy) projects in Darfur since 2010 and now have around 50 centres and locations of SAFE activities across the region. In early 2014, WFP Sudan received funding for SAFE in Darfur from the Dutch Postal Lottery (NPL) to expand the SAFE programme. In addition, WFP Sudan has signed a new agreement with Hagggar Holdings and WDAN (North Darfur) for a fuel efficient stoves project linked to carbon credits. With these activities as a priority focus, the Roaming Programme Officer for SAFE will be based in Darfur and support all three area offices.

Under the overall supervision of the Head of Programme, the Roaming Officer will be responsible for coordinating and supporting all SAFE and SAFE-related activities in Darfur. The staff member will be responsible in the following areas: (1) Technical support for implementation of SAFE programme, (2) management and coordinating with concerned units to provide guidance and support for assessments, programme design, implementation, monitoring, (3) Monitoring and reporting on expenditure and utilization of NPL funds/budget, (4) interagency coordination for SAFE related activities, and (5) Advocacy, reporting and communication for SAFE/NPL and Hagggar MoU.

This position requires frequent travel between area offices based in Darfur.

Accountabilities

1-Programme design and implementation

- Develop strategy and work plan for implementation of SAFE programme in Darfur
- Provide support and guidance to area offices for design, formulation, implementation and monitoring of SAFE programme following WFP's policies and operational guidance, procedures under FFT/FFW framework
- Ensure the technical quality and provide support to area offices for better delivery of programme through trainings to staff engaged in SAFE implementation as well as follow ups and incorporation of innovative ideas for programme improvement
- Provide technical support and lead the implementation of carbon finance project in partnership with the private sector

2-Training and capacity building

- Identify and provide information of relevant training programme for SAFE and provide support to area offices for organization and delivery of trainings for successful and effective implementation of SAFE programme

3-Monitoring and Reporting

- Develop and incorporate monitoring formats outlining project activities, achievements and overall project status
- Review reports and provide feedback to improve the deliverables under SAFE programme
- Maintain and update status of the SAFE programme including program delivery.
- Regular reporting on the implementation of the Hagggar-WDAN-WFP MoU until finalization of the project.

4-Resource Management and Mobilization

- Monitor and manage the utilization of the NPL grant, providing Quarterly Updates or more frequent if necessary.
- Follow up on resource situation and identify new channels of resources
- In close coordination with donor relations and resource management unit, develop a strategy for resource mobilization, communicate, develop proposals and mobilize resources for continuation, expansion and roll out of SAFE programme

5- Interagency coordination

- Promote interagency collaboration at federal and state levels identify potential areas of collaboration among agencies working in energy and environment sector
- Undertake measures to promote WFP's expertise in SAFE related activities and programme and documentation of lesson learnt

Critical Success Factors

Demonstrated effectiveness in developing recovery programmes, bringing the existing WFP strategies into the country context; ability to provide technical advice, or mobilise technical expertise, on a broad range of operational areas to managers and staff in the region and the countries in the cluster. Strong interpersonal skills demonstrated by the ability to gain the assistance and cooperation of others in a team endeavor through demonstrated technical leadership. Solid writing skills. Ability to deal patiently and tactfully with people of different national and cultural backgrounds. Support from the CO Management and programme unit.

Qualification and Experience

Master's Degree in Renewable Energy/Environment or any other related disciplines in a field related to international development assistance. Post Master qualification in renewable energy is highly desirable.

Experience

At least 5 years (3 of which international) experience in energy, environment and recovery programs, especially in an emergency, recovery or development context.

Knowledge

Use of computers including word processing, spreadsheet and WFP software packages and systems, general knowledge of WFP/UN policies, rules, regulations and procedures.

Language

Working knowledge of English and limited knowledge of Arabic is desirable.

Desirable skills:

In-depth knowledge of community based development and mobilization with a focus on energy saving and environmental activities. Experience in strategic leadership and proposal development is a must while experience in Sudan (especially Darfur) is strongly recommended.