Terms of Reference
Manager, Recharge Pakistan Programme
WWF-Pakistan

Reports to: Senior Director [Water, Food and Climate]
Project / Programme: Freshwater Programme
Employment Contract: Annual, Long Term
Grade: D1/D2 - Senior Manager / Manager
Location: Lahore / Islamabad
Work Week: 05 Days / Week
Work Hours: 40 hours a week

Introduction
WWF-Pakistan’s Freshwater Programme: WWF-Pakistan is actively working on water issues (Water Security, Water Stewardship and Wetlands Conservation) as well as promoting environmental awareness in the country. The vision of WWF-Pakistan’s freshwater programme is to conserve and sustainably manage freshwater habitats in Pakistan to benefit nature and people. The freshwater programme strives to maintain ecological health, hydrological processes and biological diversity in the Indus River Basin. The approach is based upon action and advocacy backed by science to ensure sustainable use of freshwater resources pertaining to development opportunities by keeping in perspective people-nature beneficiary angle.

In the context of water security, WWF-Pakistan is engaging several stakeholders including government agencies, private sector, civil society organizations on transboundary issues, being a science-based organization, a big advocate of environmental flows in the rivers of Indus basin. WWF-Pakistan’s core expertise exists in wetlands conservation, nature-based solutions (NbS), water replenishment and stewardship, policy making, management planning and field based implementation of interventions in collaboration with communities and other partners and stakeholders across Pakistan.

WWF-Pakistan with the funding support of Green Climate Fund, intends to conduct a detailed feasibility assessment of the central Indus Wetlands (downstream Tarbela Dam to downstream Sukkur Barrage) under its flagship project, Recharge Pakistan. The duration of the feasibility assessments will be of one year from 2020-2021 and will result in detailed funding proposal to be submitted to GCF by 3rd quarter of 2021. The purpose is to identify potential sites for floodplain and hill torrent management in order to store extra flood water, revive the adjoining wetlands, recharge ground aquifers and provide social and economic benefits to the local community. In order to achieve this, a range of studies are required to be conducted during this time by hiring suitable national and international consultants and firms.

Duties and Responsibilities:
Under the overall supervision of Senior Director (Water, Food and Climate), the position will be responsible for the management of financial, human resource, procurement and logistic aspects of the Recharge Pakistan Feasibility stage in addition to its technical services. The position will ensure the delivery of inputs to produce the planned outputs of the Project within the given time frame.

Programme Management

- Coordinate the overall management of the Recharge Pakistan Project at the feasibility stage under the supervision of Senior Director;
- Refine and finalise ToRs of the studies (pre-feasibility and feasibility) in close collaboration with Senior Director, Programme Development Team and senior WWF staff
- Review the available list of individual consultants and consultant firms for further short listing and undertake their due diligence in close collaboration with Senior Director, Director Operations and Internal Audit Team
- Help in completion of all the contractual formalities with the consultants and consultant firms according to the WWF-Pakistan rules of business
- Organise regular meetings with the consultants and consultant firms to monitor progress against the work plan and TORs
- Update the Human Resource Plan and Procurement Plan of the Project on a regular basis for smooth
- Work closely with the Programme Development team at WWF-Pakistan to identify and secure funding streams (local and international) to strengthen and support the co-financing component of Recharge Pakistan.
- Facilitate securing co-financing letters of commitment from different government agencies, development partners and others.

**Networking, Partnership and Liaison Development**

- Develop a working relationship with the short-listed firm and consultants, ‘Advisors to the Project’ and other government stakeholders.
- Develop a working relationship with federal ministries and their associated departments (MoWR, FFC, MoCC, GCISC, NDMA), provincial irrigation departments and PDMAs.
- Support Programme Development through regular coordination with WWF US GCF team and compliance about the network standards and policies.
- Develop good relationship with Academia and other research organizations (such as, but not limited to GCISC, LUMS, IWMI, SUPARCO, etc.) for their support in field assessments.
- Facilitate the visit of WWF-Pakistan’s senior management, federal government representatives and provincial partners and stakeholders, to field (agreed in advance).

**Planning, Monitoring and Reporting**

- Based on the M&E framework of the project, develop and refine indicators for the effective implementation of the interventions;
- Develop detailed quarterly and annual work plan for the Recharge Pakistan Pre-feasibility and Feasibility stages of the project in consultation with Senior Director and other team members.
- Monitor the day by day progress of the project based on these plans and compile and submit progress reports as per the requirements of the donors and WWF-Pakistan;
- Organise monthly and Programme Support Unit (PSU) meetings and prepare and circulate minutes accordingly;
- Supervise all the recruitment and procurement related to Recharge Pakistan Project as per the requirements, and as per approved human resource and procurement plans;
- Supervise staff and prepare their Terms of References as well as consultancy positions in consultation with the Senior Director;
- Supervise the consultants to ensure the delivery of quality work and according to the project requirements.
- Develop a good presentation of the Recharge Pakistan project for presenting it to the donors and partners.

**Financial Management**

- Develop a clear understanding of the project budget in collaboration with the WWF-Pakistan’s Finance focal point, Programme Development Team, and its allocation to different budget heads and sub-heads.
- Develop a clear understanding of the budget spending according to WWF-Pakistan’s pre-defined guidelines and develop a working budget for the studies.
- Prepare a draft budget in collaboration with Senior Director, Programme Development Team and Finance Team for the full funding proposal.
- Provide support to the Finance Department in audits and follow up; and,
- Extend help to the Finance Department in preparing quarterly and annual financial and programmatic reports.

**Selection Criteria**

**Education, Experience & Knowledge**

- Masters/PhD in Water Resource Engineering and Management, Environmental Sciences / Engineering, Freshwater Ecology, Hydrology and other Flood water related disciplines.
- Minimum 7 years of professional experience in implementing donor driven water related projects, working with credible organizations.
- Experience of working in a multicultural / international environment.
• Excellent knowledge of the global and/or regional conservation arena, key players, and policy matters.
• Demonstrated experience of working in partnership with government, civil society and corporate sector

Skills and Attributes

• Proven commitment to nature conservation in Pakistan and proven ability to develop in-depth understanding of environment and to critically apply this knowledge to policy development
• Good management skills, leadership qualities and decision making for driving the project in the right direction.
• Demonstrated ability to raise large funding for conservation initiatives; familiarity with funding agencies such as World Bank, Government Aid Agencies and corporate sector etc
• Demonstrated ability to enter into complex policy, programme and funding partnerships with a range of stakeholders and partners;
• Excellent communication and advocacy skills with ability to communicate effectively with a broad range of individuals within and outside the WWF Network, at all levels of seniority, including ability to convey complex information.;
• Fluency in oral and written English is essential; proficiency in local languages will be an advantage
• Proven ability to act as a credible, informed spokesperson at different forums on water management and governance issues
• Ability to work effectively in teams
• Capacity for maintaining a productive liaison with the partners, while ensuring a healthy relationship
• Proficiency in computer particularly Microsoft Office; Excel; Power point for effective data handling and communications;
• Ability to demonstrate sensitivity towards community and stakeholder concerns and issues
• Supervisory skills to organize public seminars, conferences and international network meetings;
• A dynamic and pleasant personality;
• Attention to detail, diplomacy and discretion and ability to handle change and uncertainty.
• A willingness and physical fitness to work for extended periods in the field in a challenging environment
• Sensitivity to gender and other current social issues in Pakistan;

WWF-Pakistan is an equal opportunity employer