

## **Term of References**

### **Individual Consultant – Operation Expert**

#### **Background of the Project**

The increasing need of quick action on climate change in line with the federal and Khyber Pakhtunkhwa government strategies and to tap potential avenues of climate finance. A donor funded project titled, “Supporting Federal and Provincial Government of Khyber Pakhtunkhwa in Improving Climate Governance” is implementing by the Centre for Water Informatics and Climate Resilience (CWC) at the Institute of Management Sciences, Peshawar in collaboration with the Ministry of Climate Change (MoCC) at the National level and Planning & Developing Department of Khyber Pakhtunkhwa Province. The project is of three pronged including:

- i. Supporting the Institute of Management Sciences (IMS) in developing climate change related curricula and implementation of one-year diploma on climate governance at IMSciences for the relevant government officers and young professionals.
- ii. Supporting the GoKP in establishing a Climate Change Cell at the Planning & Developing Department of Khyber Pakhtunkhwa. The Cell will act as a central hub for provincial government to steer the implementation of climate measures of national and provincial climate change policies.
- iii. Operationalizing the Climate Finance Unit at the MoCC to conduct various activities associated with climate finance, as the Ministry’s role as the National Designated Authority for a number of Climate Finance Facilities.

#### **Job Description**

- Operation Expert will report to Project Manager;
- Review operational policies and procedures of the institute;
- Formulate strategic and operational plans for the project;
- Ensure all operations are carried on in an appropriate, cost-effective way;
- Compliance with the institute operational management systems, processes;
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations;
- Examine financial data and use them to improve profitability;
- Manage budgets and forecasts;
- Conduct budget reviews and report cost plans to upper management;
- Oversee budgeting, reporting, planning, and auditing;
- Develop monthly, quarterly and annual financial reports;
- Oversee materials and inventory;
- Lead procurement processes and coordinate with vendors;
- Purchase materials, plan inventory and oversee store efficiency;
- Lead recruitment process, train and supervise administrative staff;

- Build alliances and partnerships with other organizations;
- Any other task(s) assigned by the Project Manager.

### **Required Qualification and Experience**

- At least 16 years of education (Master's/Bachelor's degree) in finance related fields (Finance, Economics, M.COM, CA, ACCA, Accounting and Finance) from an HEC recognized university/DAI;
- At Least 03 years of relevant experience
  - i. of working with Government or semi- government/ intergovernmental setups or national/international organizations at technical levels in subjects of operations;
  - ii. Demonstrated experience of designing, managing and implementing projects in sectors of climate change mitigation and adaptation;
  - iii. Sound understanding of procedures and process related to procurement, recruitment, and financial reporting is must;
  - iv. Experience of stakeholder engagement & consultations, including government, NGOs/ civil society and engagement with corporate sector would be an added advantage;
  - v. Experience of overseeing and managing project operational activities;
  - vi. Experience of donor coordination or working with donors or national/international organizations is essential;
  - vii. Hands- on experience of working with computer (MS Office) is essential.