

# Terms of Reference (TORs) for

## PROJECT PREPERATION FACILITY

<b><u>Position title:</u></b>	Manager, Project Preparation Facility (PPF)
<b><u>Duration:</u></b>	Contractual Initially for 3 years' extendable performance based Contract.
<b><u>Location:</u></b>	NDRMF Headquarters, Islamabad, Pakistan
<b><u>Reports to:</u></b>	Group Head, Institutional/Capacity Support Group

### **A. Purpose of the Role / Scope of Work:**

The PPF aims to fully operationalize the mandated goals and objectives of NDRMF by providing the requisite methodological, technical and practical capacities through institutional strengthening of the partners with a view to enable them in designing and implementing feasible and bankable project pipeline. The PPF is being established on a modular & multipurpose approach to stegically role-out on mutually strengthening and complementing components to build overall capacity of national institutions. The Manager PPF will be responsible for establishing and managing the PPF, coordinating with internal teams and external stakeholders, ensuring that projects are aligned with internationally accepted regulatory & technical requirements of International Climate Finance Institutions. S/He will develop the methodological tools and guidance templates for ensuring capacity building and development of a robust project pipeline.

### **B. Duties / Responsibilities:**

#### **a) Establish and Manage the PPF**

- Oversee the creation, establishment, and overall management of the Project Preparation Facility (PPF), ensuring its alignment with NDRMF's strategic objectives and goals.
- Develop and implement the operational framework for the PPF, including defining processes, procedures, governance structures. Results framework and KPI's.

#### **b) Develop Methodological Tools and Templates**

- Design and refine methodological tools, templates, and guidelines to support the development of feasible and bankable projects for submission to international climate finance institutions.
- Ensure that these tools comply with internationally accepted regulatory and technical requirements of International Climate Finance Institutions, such as GCF, Adaptation Fund, and World Bank.

**c) Strengthen Institutional Capacity**

- Lead efforts in institutional strengthening of national and regional partners to enhance their capacity in designing, preparing, and implementing climate resilience projects.
- Facilitate capacity-building initiatives, including workshops, training sessions, and consultations to improve project development processes of NDRMF's partner organizations.

**d) Project Pipeline Development**

- Develop a robust project pipeline by coordinating the identification and conceptualization of projects that align with NDRMF's goals.
- Ensure that projects meet the investment criteria of international climate financial institutions and are developed in accordance with their regulatory requirements.
- Review and assess project proposals to ensure their financial and technical feasibility, as well as their compliance with international standards.

**e) Stakeholder Engagement and Coordination**

- Establish and maintain productive relationships with internal teams, external stakeholders, development partners, donors, and government institutions to ensure collaborative project preparation.
- Act as the primary liaison for PPF with international climate financial institutions, donors, and relevant stakeholders.
- Foster partnerships and promote cooperation among various stakeholders involved in project preparation, ensuring alignment with NDRMF's goals.

**f) Project Feasibility and Proposal Development**

- Lead and coordinate the execution of feasibility studies for climate resilience projects, ensuring a comprehensive analysis of the technical, financial, environmental, and social aspects.
- Oversee the development of high-quality project proposals, ensuring that they meet international standards and are competitive for climate financing.
- Provide technical oversight for project preparation, including risk assessments, cost-benefit analysis, and monitoring and evaluation plans.

**g) Financial Management and Budgeting**

- Develop and manage the PPF's budget, ensuring financial resources are allocated effectively to support project preparation activities.
- Provide oversight and ensure sound financial management of the PPF, including forecasting, budgeting, and cost management of projects under preparation.
- Report on the financial status and performance of the PPF to NDRMF leadership and relevant stakeholders.

**h) Project Management and Oversight**

- Provide project management leadership for all PPF activities, ensuring projects are delivered on time, within scope, and within budget.
- Implement monitoring and evaluation mechanisms to track the progress of the PPF and the projects it supports.
- Ensure compliance with all regulatory and donor requirements throughout the project preparation cycle.

**i) Risk Management**

- Identify, assess, and mitigate risks associated with the development of projects and the operation of the PPF.
- Develop risk management strategies for project preparation, addressing potential technical, financial, and environmental risks.
- j) **Leadership and Team Management**
  - Lead, mentor, and manage the PPF team, fostering a culture of excellence, collaboration, and continuous improvement.
  - Provide guidance and support to team members, ensuring clear communication of expectations, responsibilities, and objectives.
  - Monitor team performance, providing feedback and identifying areas for professional development.
- k) **Reporting and Communication**
  - Prepare regular reports on the progress of the PPF's activities, including status updates on project pipeline development, financial performance, and institutional strengthening efforts.
  - Communicate PPF's goals, achievements, and challenges to NDRMF leadership, stakeholders, and relevant partners.
  - Ensure transparency and accountability in all communication with stakeholders and donors.
- l) **Continuous Improvement and Innovation**
  - Stay updated on global trends, methodologies, and best practices in project preparation and climate finance.
  - Continuously seek to innovate and improve PPF operations, ensuring the facility remains responsive to the evolving needs of national and regional institutions.
  - Lead efforts to explore new funding opportunities and partnerships for the development of climate resilience projects.

## C. **Knowledge/Skills/Qualifications/Experience:**

### a) **Education:**

- A Master's degree in Project Management, Business Administration, Environmental Science/Engineering, or a related field. A PhD or other advanced degrees will be an added advantage.

### b) **Experience:**

- At least 07 years of professional experience with 3-5 years' of experience in project preparation, project management, or a similar role, preferably in the fields of disaster risk management, climate change, or development sectors.
- Strong knowledge of operational processes & investment criteria of regional & international climate financial institutions, such as, GCF, Adaptation Fund, Climate Investment Fund, ADB and World Bank.
- Proven experience in managing project preparation facilities or similar initiatives.
- Strong experience in stakeholder engagement and coordination, particularly with development partners and donors.

- Demonstrated experience in conducting feasibility studies and preparing high-quality project proposals.

c) **Skills:**

- Excellent project management skills, with the ability to manage multiple projects simultaneously.
- Strong analytical and problem-solving skills.
- Exceptional communication and interpersonal skills.
- Proficiency in financial management and budgeting.
- Strong leadership and team management capabilities.
- Proficiency in using project management software and tools.