

TOR – Focal Point Ministry of Environment

(to be assigned by CDR to the Ministry of Environment)

Background

The Government of Lebanon, through the Council for Development and Reconstruction (CDR) and in partnership with the Ministry of Environment (MoE), is implementing the “Green Agricultural and Trade Enhancement” (GATE) Project with financial support from the World Bank. The GATE Project aims to enhance environmental sustainability, strengthen institutional capacity, and promote climate-resilient agricultural practices, contributing to economic recovery and improved livelihoods.

The Ministry of Environment plays a central role in overseeing the environmental safeguards, monitoring, and coordination aspects of the project to ensure compliance with national regulations and international environmental standards. To support effective implementation, the Ministry seeks to recruit a Focal Point at the Ministry of Environment who will be seconded from the CDR to manage day-to-day activities, ensure timely delivery of outputs, and maintain alignment with the project’s objectives and performance targets.

The Coordinator will be responsible for leading the planning and monitoring of all MoE-led GATE Project activities in close coordination with CDR, ensuring they are delivered on time, within scope, and in accordance with the approved work plan, budget, and implementation schedule.

Duties and Responsibilities

Under the direct supervision of the Minister of Environment and in close coordination with the CDR Project Coordination Unit, the Focal Point at the Ministry of Environment will:

1. Strategic Planning & Leadership

- Lead the overall coordination and implementation between CDR and MoE, of all MoE-led activities under the GATE Project
- Ensure alignment of activities with the project’s objectives, results framework, environmental safeguards, and performance targets.
- Develop and update detailed implementation plans, work schedules, and deliverable tracking tools for MoE.
- Identify risks, propose mitigation measures, and adapt plans to evolving project needs in alignment with the MoE strategic action plan.

2. Stakeholder Coordination & Partnerships

- Serve as the primary liaison between the MoE, CDR, World Bank, and other stakeholders.

- Facilitate coordination with ministries, public agencies, municipalities, private sector actors, NGOs, and international partners.
- Organize and lead coordination meetings, ensuring timely follow-up on agreed actions.
- Foster partnerships to mobilize additional resources and enhance technical capacity.

3. Procurement & Contract Administration

- Coordinate with the CDR procurement unit on all procurement, tendering, and contract-related processes.
- Prepare high-quality Terms of Reference (TORs) for consultants and service providers.
- Oversee contract execution, monitor deliverables, and ensure compliance with performance standards.

4. Technical Oversight & Field Monitoring

- Coordinate with stakeholders and experts to ensure environmental and sustainability principles are integrated into project activities.
- Conduct field monitoring missions to verify outputs, assess challenges, and recommend corrective actions.
- Oversee and review technical studies, research, and assessments prepared by experts to ensure quality and timely delivery.

5. Monitoring, Evaluation & Reporting

- Track progress against approved work plans, timelines, budgets, and performance indicators, in coordination with CDR PCU.
- Ensure quality assurance for all project outputs and deliverables.
- Prepare and submit periodic technical reports in accordance with World Bank and CDR requirements.

6. Communication & Knowledge Management

- Coordinate communication, outreach, and visibility activities with MoE and CDR communication teams.
- Prepare presentations, briefs, and reports for stakeholders, donors, and oversight bodies.
- Document lessons learned, best practices, and success stories to inform future project design and replication.

Qualifications

- Master's degree in a relevant field (Economics, Agricultural Engineering, Management or related discipline).

- Minimum of 10 years of progressively responsible experience in project and program management, with a strong track record in multi-stakeholder coordination, including public–private partnerships, preferably within internationally funded initiatives.
- Proven expertise in:
 - Public procurement and tendering processes in line with international standards.
 - Monitoring, evaluation, data analysis, and results-based management.
 - Field monitoring, reporting, and stakeholder engagement.
 - Managing consultants, contracts, and deliverables to ensure quality and timely outputs.
- Strong analytical, research, and reporting skills, with demonstrated ability to translate data into actionable recommendations.
- Familiarity with procedures and operational requirements of international donor-funded projects.
- Excellent communication skills in Arabic and English (spoken and written).
- Strong organizational and time-management skills, with the ability to manage multiple priorities under tight deadlines.

V. REPORTING LINE

The Focal Point (Ministry of Environment) will report directly to the CDR and MOE and collaborate closely with technical teams, field staff, and relevant stakeholders. The Focal Point shall submit monthly activity report and attendance time sheet to the CDR PCU.

VI. DURATION OF ASSIGNMENT

The initial contract duration is 11 months, renewable based on performance and project requirements. The contract is Time Based.

VII. LOCATION

The position will be based at the Ministry of Environment Offices, with occasional field visits as required.