

TERMS OF REFERENCE

Position Title: Temporary Project Manager (technical), Maternity Cover

Name of Project/Programme: Community Adaptation Small Grants Facility (SGF)

Location: Cape Town

Duration: November 2019 – April 2020

Role summary: Forming part of the SGF Project Management Team, representing the Executing Entity together with the operations project manager, the primary role of this job is to take responsibility for operations, administration and finance activities and to provide technical oversight and support in the SGF project.

About SouthSouthNorth.

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org | www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa Postal: P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

SouthSouthNorth Projects (Africa) Non-profit Company Reg. No. 1996/009719/08; NPO Reg. No. 048364; PBO Reg. No. 930023074

Directors: Carl Wesselink, Cindy de Haan, Shehnaaz Moosa

Associates: Emily Tyler, Hennie Bester (Trustee)

About the Community Adaptation Small Grants Facility (SGF)

The Community Adaptation Small Grants Facility (SGF) is a 4-year pilot project funded by the Adaptation Fund (AF), designed specifically to pilot enhanced direct access to climate change finance for communities. The SGF aims to ensure that vulnerable, rural communities in the two project target areas (Namakwa and Limpopo) have reduced vulnerability and increased resilience to the anticipated impacts of climate variability and change.

The SGF is implemented by a number of South African partners: the Department of Environmental Affairs (DEA) as the National Designated Authority, the South African National Biodiversity Institute (SANBI) as the National Implementing Entity, SouthSouthNorth (SSN) as the Executing Entity (EE), Conservation South Africa (CSA) as the Namakwa Facilitating Agency, and CHoiCe Trust as the Mopani Facilitating Agency. The Namakwa and Mopani District Municipalities locally support the project. The EE works within the wider SGF's Project Management Team and tasks are typically executed in a spirit of collaboration.

The primary role of the EE is risk management, contracting and finance ('the bank'), however, SSN is integrally involved in strategizing innovation both in grant-making processes and sustainable community based adaptation.

The SGF Team and project delivery

Since the SGF project requires a variety of technical and operational skills coupled with strategic leadership, the team assembled by the EE reflects the variety of roles required to effectively complete the SGF's tasks. The EE's team has been designed with efficiencies in decision-making and the management of a variety of stakeholders in mind. Furthermore, the EE has looked to create a structure that builds in safeguards addressing operational continuity and retaining institutional memory in the event of personnel turn over.

The EE works within the wider SGF's Project Management Team (PMT) and tasks are typically executed in a spirit of collaboration. In addition to the specific EE team roles outlined in the employee's scope of work, the EE is responsible for the following to ensure the SGF achieves the standard of excellence expected and the Project Manager (technical) will work as part of the team to effectively deliver on these activities:

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org | www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa Postal: P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

- 1.1. Specifically relating to the Small Grant Recipients:
 - 1.1.1. Conduct technical and financial due diligence;
 - 1.1.2. Provide payment of the Small Grant as specified in Article 4 of the Small Grant Agreement,
 - 1.1.3. Review the Small Grant Recipient's quarterly technical and financial reports, and
 - 1.1.4. Conduct an annual site visit to the Small Grant Recipient's project and/or beneficiaries;
- 1.2. Provide overall project management for the SGF, including:
 - 1.2.1. Manage and disburse SGF funds;
 - 1.2.2. Collate and submit reports to the NIE;
 - 1.2.3. Provide oversight of SGF programme level Monitoring and Evaluation (M&E);
 - 1.2.4. Refine the project cycle application, review and project management processes, ensuring that all relevant information is integrated and considered;
 - 1.2.5. Develop Standard Operating Procedures (including forms, templates and guides).
 - 1.2.6. Develop excellent working relationships with the local FAs;
 - 1.2.7. Convene PMT meetings on a regular basis and is responsible for co-opting others such as the NIE to join the PMT meetings on an ad hoc basis;
 - 1.2.8. Undertake regular meetings with the NIE to track expenditure, identify risks for the SGF risk register and elevate any critical risks to the PAG in a timeous manner;
 - 1.2.9. Undertake periodic site visits to meet with key stakeholders in order to support the FAs;
 - 1.2.10. Establish a strong working knowledge of the adaptation interventions being undertaken by the SGF's investment windows in order to identify research gaps, opportunities to share findings, lessons learned and/or the need for detailed specifications for future SGF calls;
 - 1.2.11. Ensure coherency in the SGF investment windows whereby synergies between Small Grant Recipients and beneficiaries are identified and connections made to aid the effectiveness of all three components, especially Component 3 (i.e. lessons learned to facilitate future scaling up and replication of small grant financing approaches);
 - 1.2.12. Together with the NIE, adapt and implement best practice standards and procedures for the scientific and technical work performed (e.g. Adaptation Fund's Environmental and Social Policy (AF ESP)) to ensure regulatory compliance and operations enhancement;

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org | www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa Postal: P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

- 1.2.13. Oversee the activities of researchers and technical staff to ensure that the goals and expectations of the SGF are met;
- 1.2.14. Together with the NIE, strategize approaches for scaling up SGF activities as appropriate.

Roles and Responsibilities

The **Temporary** Technical Project Manager will, specifically lead on the following deliverables:

1. Technical aspects of the SGF:
 - a. Review and collate technical reports, in particular: collate, co-write and submit the final PPR for year 4, including gathering and consolidating all relevant means of verification and high level M&E data; and close out the SGF and draft SGF Close Out report
 - b. Conduct annual site visits to the project and/or beneficiaries; and
 - c. Provide technical support to the SGF projects, and when necessary, co-ordinate services of external technical experts.
2. Manage the programme level M&E, including the AF's Environmental and Social Policy principles.
3. Provide quality assurance of internal documents and external deliverables of the SGF, across the project lifecycle.
4. Maintain relationships with SGF partners and key stakeholders, identifying opportunities for scaling up SGF activities and working on process and content innovation.
5. Manage and co-ordinate Knowledge Management activities related to the SGF (including learning and external research), and presenting SGF learning locally and internationally, in particular:
 - 5.1. Finalise the development of 8 case studies
6. Facilitate SGF learning activities including delivering workshops, research, and development of case studies.
7. Support NIE in documenting and developing resources, case studies, methodologies and policy briefs
8. Technical support and capacity building support of FA and SGRs:
 - a. Suggestions on ways to improve and reflect outcomes and deliverables;

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org | www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa **Postal:** P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

- b. Support the FAs with the close out of 12 SGR projects, including final evaluations and the reporting requirements
 - c. Supporting quality assurance processes;
9. Coordinate and support the SGF Terminal Evaluation (TE) including reviewing the final report and developing management responses to the TE Report.

Application process

To apply, please complete the following: [Technical Project Manager - Maternity cover Application](#)

Applications will close on Monday 28 October 2019. Shortlisted candidates will be contacted within one week of the closing date. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting.

SouthSouthNorth reserves the right to not make an appointment

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org | www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa **Postal:** P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

SouthSouthNorth Projects (Africa) Non-profit Company Reg. No. 1996/009719/08; NPO Reg. No. 048364; PBO Reg. No. 930023074

Directors: Carl Wesselink, Cindy de Haan,
Shehnaaz Moosa Associates:
Emily Tyler, Hennie Bester
(Trustee)