

Terms of Reference (ToR)  
Project Manager, Project Management Unit  
Sustainable Persistent Organic Pollutants (POPs) Management Project  
Arab Republic of Egypt

**Background**

The Egyptian Government obtained a grant of US\$ 8.1 million from Global Environment Facility "GEF" through the World Bank to finance the implementation of Sustainable Persistent Organic Pollutants Management Project. The Project is implemented between October 2014 and November 2018 as the grant's scheduled closing date. The Egyptian Environmental Affairs Agency (EEAA) is the implementing agency and responsible for implementing this Project according to the Grant Agreement. The objective of the Project is to assist Egypt to strengthen its technical and management capacity for minimizing exposure to POPs. This would be achieved through activities for the safe storage and disposal of obsolete pesticides and decontamination of PCB<sup>1</sup> containing transformer oils. The Global Objective is to assist Egypt to meet its obligations under the Stockholm Convention by strengthening its technical and management capacity for minimizing exposure to POPs.

The Project consists of the following two key components:

**Component 1: Destruction of High Risk Stocks of Obsolete Pesticide**

Activities under this Component are focused on the environmentally sound disposal of high risk stocks known and inventoried at time of project appraisal, and those that can be identified as high risk stocks through a first level risk assessment. These activities directly support the PDO in the safe packaging, removal, transportation and destruction of high-risk stocks of pesticides, in state-of-the-art facilities overseas, and will provide hands-on experience and expertise for sustainable management of such wastes. As part of the results agreement for this Project, one thousand tons of obsolete pesticides, including POPs pesticides disposed of in an environmentally sound manner.

**Component 2: Decontamination of PCB-Containing Transformer Oils**

Activities under this Component are focused on carrying out a program for the management of PCBs and PCB containing equipment focusing on PCBs in the public electricity generation, transmission and distribution sectors, including (i) the acquisition and installation of equipment for de-chlorination and purification of low to medium concentration stocks of approximately 1000 tons of PCB-contaminated oils. The Ministry of Electricity and Renewable Energy (MOEE)/ Egyptian Electricity Holding Company (EEHC) has the lead in executing this component.

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<sup>1</sup> Polychlorinated biphenyl

## **Scope of work under this ToR**

This project requires contracting a Local Consultant to be the Project Manager of the Project Management Unit (PMU) and manage and supervise Project as described in the below responsibilities

- Managing staff and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PMU.
- Overall supervision of project activities and arrange for public consultations as required.
- Participate and represent the PMU as non decision-making member in the Project Steering Committee (PSC) and serve as secretary of the committee.
- Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- Undertake external high level communication.
- Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders
- Prepare, or as appropriate supervise the preparation of, annual work plans and budgets and present to the PSC for approval.
- Supervise PMU staff in the performance of their respective duties and ensure the efficient functioning of the unit and ensure that clear working arrangements are established for collaborating with the Egyptian authorities on all management, financial, accounting and procurement matters.
- Represent the PMU and the project in general to national and international audiences in Egypt and internationally.
- Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of POP's project.
- Lead the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for his team members from the project and Waste sector to clarify the project's objective and methodology.
- Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the World Bank as well as the procurement of goods, works and services in accordance with World Bank guidelines including submission of annual financial audit to the World Bank

The PMU Manager will report directly to the Head of Solid Waste sector in Ministry of Environment, which will facilitate resolution of any internal delays to implementation.

**Start Date** March 2016

**Contract Period** Twelve months/ year contract renewable.

**Working hours** Normal working hours are Sunday to Thursday from 8.30 am to 4.30 pm. Work outside normal hours may be required.

**Salary** Appropriate compensation will be offered to the right candidate.

### **Qualifications**

The person suitable for this position should have the following qualifications:

- University diploma in environmental engineering, environment or equivalent
- At least 5 years of project management experience and at least 3 years of work experience in the field of pollution management projects
- Proven experience and technical ability to manage a large project
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/communities
- Demonstrated ability in team management and collaboration
- Fluency in English
- Computer literacy