Terms of Reference (TOR) Communications/ Community Development/ Gender Project Officer

Project Background

The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP) aims at supporting the adaptation efforts of Egypt in the North coast and in particular the Nile Delta which is identified by the IPCC in its Fourth Assessment Report as one of the world’s three “extreme” vulnerable.

The objective of the project is to reduce coastal flooding risks in Egypt’s North Coast due to the combination of projected sea level rise and more frequent and intense extreme storm events. Output 1 focuses on constructing 69 km of sand dune dikes at five vulnerable hotspots within the Nile Delta that were identified during an engineering scoping assessment and technical feasibility study. Output 2 focuses on the development of an Integrated Coastal Zone Management (ICZM) plan for the entire North Coast, to manage long-term climate change risks and provide Egypt with adaptability to impending flood risks.

The project will facilitate transformational change in the short-term by reducing coastal flooding threats along vulnerable hotspots in the Delta and in the long-term by integrating additional risks of climate change into coastal management and planning, budgeting and implementation of risk reduction measures. The Project is implemented by the Ministry of Water Resources and Irrigation in collaboration with UNDP and is funded from the Green Climate Fund (GCF). The project is managed by a Project Management Unit (PMU) which is led by the executive project manager and includes staff assisting the manager in carrying the various management tasks.

The project seeks to recruit a Communications/ Community Development/ Gender Officer to work within the PMU.

Duties and responsibilities:

Under the full supervision of the Project Manager and oversight of the Water Resources and Irrigation and UNDP, the Communications/ Community Development/and Gender Officer will have the following responsibilities:

- Develop the project communication strategy based on needs and project priorities
- Act as ECCADP Media and public information focal point.
- Develop and maintain contacts with government officials, NGOs, journalists and other key stakeholder's policy-makers and identify targets of opportunity and vehicles to communicate with these constituencies.
- Supervise the design and development of communication and advocacy tools and materials for publicity and awareness-raising activities including, but not limited to, interviews,
briefing materials press releases, project web site(s) and other communications vehicles, such as social media platforms.

- Monitor the effectiveness of the project communication tools through the development of a number of communication SMART indicators,
- Update project web site(s) content and social media platforms.
- Draft and disseminate regular electronic project newsletters
- Support ECCADP team and partners in communicating project achievements and advice ECCADP staff on effective messaging, positioning and tactics to reach key stakeholders’ constituencies and dissemination of materials such as brochures, fact sheets and presentations, ensuring they are gender sensitive and promote gender equality.
- Develop communications and gender related project work plan scheduling and contribute to drafting progress and annual project reports.
- Collaborate with the project team to initiate and develop eLearning programs, related to project components and activities.
- Review and update (if needed) the project Gender Assessment and Action Plan (GAAP), and review the national strategy for mainstreaming gender in climate change in Egypt\(^1\).
- Follow up the implementation of the project Gender Action Plan (GAP) which needs to be consistent with GCF and UNDP related policies.
- Advise project team on the integration of gender issues into the implementation of project activities, including strategies to ensure participation of women in the implementation of various project components and activities
- Ensure implementation of, and compliance with the GCF and UNDP gender policy.
- Facilitate communications and consultations with local communities in all project target hotspots and document gender considerations ensuring equal participation of women in those communities and keep records for project gender segregated data.
- Lead the prioritization and implementation of gender-balanced project interventions.
- Contribute to the design of the project community development initiatives and follow up the implementation.
- Follow up project training and capacity building activities to ensure gender responsive nature of capacity development plan to promote equitable participation.
- Collect and maintain gender-related data available at governorate and sub-governorate levels.
- Monitor performance of the grievance mechanism, prepare quarterly reports of grievances mechanism based on sex and age, and if possible disability- disaggregated data.
- Conduct frequent visits to the project sites to follow and monitor community development activities.
- Advise Project Manager on the early signs of grievance issues and exert utmost effort to contain problems before they escalate.
- Provide timely strategic advice and creative solutions for dealing with sensitive gender issues to, for example, project staff, partners and consultants.

\(^1\) Prepared by IUCN/EEAA in 2011.
• Perform other related duties to this position as required.
• Maintenance of work confidentiality at all times.

**Competencies:**
• Able to work under minimal supervision and be proactive and innovative.
• Take charge of self-development and take initiative.
• Excellent organizational and planning skills are essential.
• Have a strong research and strategic analysis skills.
• The ability to work in a multi-cultural and multi-national environment.
• Effective time management skills, excellent interpersonal skills and ability to work in a team.
• Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
• Good understanding of the local communities' background and respect culture issues and traditions.

**Qualifications and Experience:**
• Bachelor's degree in International Relations, Mass Media, Journalism, E-Learning, Public Administration, Political Science, Communications, Social Science or related fields.
• Master degree or equivalent in the relevant field would be an asset;
• Minimum 7 (seven) years of relevant experience at the national or international level in public relations, communications, community development and/or advocacy and gender issues
• Minimum previous work experience of 3 (three) years with local communities
• Hands on experience in the use of computers and office software packages.
• Hands on experience in handling of web-based management systems and social media platforms.
• Proficiency in English and Arabic is required.

**Contract Duration and Renewal:**
The assignment will be for 12 months with a probation period. It can be extended according to the project implementation requirements and individual performance.

**Type of Employee:**
Part or full-time position

**Evaluation**
Evaluation will be through a written exam and an interview for shortlisted candidates.

**Application:**
Please submit your application and a recent CV on a P11 form that can be obtained from
(http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc) with any relevant material and at least three references specifying the title of the post “Communications/ Community Development/ Gender Officer”. To the below email:

Dr Mohamed Ahmed
egyptgcfproject@gmail.com

Vacancy notice issued on: Nov. 30, 2021
Deadline for application: Dec. 30, 2021