



TERMS OF REFERENCE
PROJECT COORDINATOR – COORDINATION, MAINSTREAMING & COMMUNICATIONS
FEBRUARY 2025

BACKGROUND

The national power company, NamPower is planning to establish a 40 MW biomass power plant at Tsumeb in the Otjikoto Region, Namibia. The power plant is co-funded by NamPower, the German Mitigation Action Fund (MAF) and the French Development Agency (AFD). If funding is approved, the project will start in the second quarter of 2024 and run for five years. Besides the establishment of the powerplant itself, grant funding from the French Global Environmental Fund (Fonds Français pour l'Environnement Mondial – FFEM) and the MAF have been secured for a technical assistance project, which will promote the rehabilitation of savannahs through the environmental and social management and supervision of a biomass harvesting and supply chain for the Otjikoto Biomass Power Station (OBPS). The technical assistance for the project (TA) will run for 5 years, while the plant is expected to run for 25 years (at least).

Bush encroachment in Namibia is a form of land degradation due to the prolific growth of certain woody species in formerly open, arid savannahs, which now impacts 30% of Namibia's land area. This leads to a loss of ecosystem service values, as well as financial and economic. The use of this artificially increased biomass, largely because of anthropogenic factors, for electricity production is one response to this challenge. NamPower, wants to build a 40MW power plant, fuelled by an FSC-certified wood chip supply chain from the harvested bush. This is a pilot project, with potential for replication in the sub-region. The overall objective of the project is to support NamPower in this innovative and complex project which aims to maximise social and environmental impacts and thus rehabilitate savannah type ecosystems invaded by the bush.

The proposed 5-year work programme is structured in 5 components:

1. Creation of an Independent Expert Committee (IEC) to support NamPower in setting up the structural basis of the environmental and social management system (responsible: Innovation Energie Développement IED);
2. Information management, research programme and capitalisation on the evolution of biodiversity and environmental and social aspects (responsible: Namibia Nature Foundation NNF; Nitidae);
3. Capacity building and awareness raising of stakeholders (responsible: Namibia Biomass Industry Group N-BiG);
4. Development of a sustainable community bush harvesting model maximising benefit sharing and pilot projects targeting vulnerable groups on resettlement farms and communal lands to maximise positive social impact (responsible: esp. IED together with members of the Namibia Association of CBRNM Support Organizations NACSO);
5. Project management and communication and reporting activities, including gender mainstreaming (responsible: the Namibia Nature Foundation (NNF), along the guidelines of MAF and FFEM, in close collaboration with NamPower).

NNF is the delegated project management organisation. A consortium agreement establishes the implementation modalities with the Consortium Members N-BiG, IED and NITIDAE, with NNF as consortium leader, and including the role of NamPower. The project will be supervised by a steering



committee supported by a committee of independent experts and day to day operations will be managed by a Project Management Unit, lead by the already appointed OBPS Project Coordinator.

FUNCTIONAL RESPONSIBILITIES

Within the delegated authority and under the supervision of the Project Coordinator, the Advisor Mainstreaming, Communication and Coordination will be responsible for the following:

Project Coordination

- Directly support the Project Coordinator in the overall coordination of the project, i.e. the implementation of component 5 (Project Management Unit);
 - Preparation of regular Steering Committee Meetings, Project Management Committee Meetings and Consortium Meetings, incl. annotated minutes
 - Coordination of operational planning processes (workplans, Gantt charts)
 - Assisting with bi-annual reporting, both technical and financial
 - Assisting with ad hoc requests of the donors, AFD and NamPower
 - Prepare templates for internal- and external-facing presentation and coordinate the input of consortium members
 - Support, and contribute to the organisation and delivery of workshops, meetings, dialogues, and other events of various sizes for the NNF component;
 - Participate in the planning, organization, and documentation of peer learning events, presentations, briefings, seminars, workshops, and other initiatives hosted or facilitated by the project, including identifying and inviting participants, developing agendas, and producing meeting reports as required;
- Close working relationship with the Consortium Members (N-BiG, Nitidae, IED) on matters of project coordination and mainstreaming, esp. around processes laid out in the project Operations Manual (processes) as well as the Workplans (implementation)

GESI Mainstreaming

- Assuming the lead responsibility, coordinate the Consortium's implementation of its Gender and Social Inclusion Action Plan (GESI-AP)
 - Monitor commitments and support Consortium Members as well as NamPower in the implementation thereof
 - Prepare GESI reports to the donors
 - Ensure visibility of GESI impact through suitable communication products
 - Amend the GESI-AP when needed, incl. respective coordination with the donors

Communication

- In close coordination with the Project Coordinator, Consortium Members and NamPower, oversee the implementation of the project Stakeholder Engagement Plan and Communications Strategy;
- Document and provide inputs to case studies, statistics, and relevant updates, for the development of communications activities, knowledge products, and narrative reports;



- Prepare internal – and external-facing presentations and materials (including knowledge products and audio-visuals) to effectively communicate information about – and increase interest in – the project and its activities.

EXPERTISE REQUIRED

- Master's degree in either environmental sciences, natural resource management, or project management (or equivalent degree).
- A minimum of 2 years of work experience in a relevant setting, such as NGO work, project implementation, donor projects
- Proven ability to engage in multi-stakeholder events and discussions;
- Excellent understanding of Namibia's environment and development issues;
- Excellent communication skills with advanced English language skills are required;
- Knowledge of monitoring and reporting;
- Knowledge of implementing donor / development partner funded projects is an advantage;

REPORTING

The Advisor Mainstreaming, Communication will work under the supervision of the Project Coordinator at NNF.

ADMINISTRATIVE INFORMATION

The indicative starting date for the position is 14th April 2025. A contract is issued for two (2) years, renewable subject to an annual performance review. Applications should be sent to CV@nnf.org.na, stating "Project Coordinator – Coordination, Mainstreaming and Communications – ESS-OBPS" in the subject no later than 17:00 on 20th March 2025. The location of the role is Windhoek, with occasional travel to the Otjozondjupa and Oshikoto Regions. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project management and environmental science/management;
- Cover letter with indication of availability;
- Copy of driver's licence;
- Copies of certified academic qualifications; and
- Relevant reference letters (i.e. link to above mentioned experiences required) from previous employers.

Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.