

# Practical **ACTION**

## Job Profile

### West Africa Climate Resilience Project Manager



## **ABOUT US**

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We do things differently, so answers that start small can grow big – bringing people together in bold collaborations, combining knowledge and innovation to help shape a world that works better for everyone.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

## **OUR AIMS**

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

## **HOW WE WORK**

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
- Demonstrate that our solutions are sustainable in the real world
- Learn by capturing evidence and adapting our approach
- Inspire wider support to multiply our impact.

## **OUR ORGANISATION**

Practical Action is an unconventional, multi-disciplinary, change-making organisation

**practicalaction.org**

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

## SCOPE

<b>Title</b>	West Africa Climate Resilience Project Manager
<b>Salary range</b>	In accordance with Senegal office grade scale
<b>Reporting to</b>	Regional Director, West Africa
<b>Direct reports</b>	Junior Resilience Advisor
<b>Internal Group Links</b>	Climate and Resilience change hub ; Agriculture change hub
<b>Key Working Relationships</b>	West Africa Senior Resilience and Livelihoods Advisor, Global Flood Alliance Programme Manager, West Africa Senior Energy Advisor
<b>Location</b>	Dakar or Thies, Senegal
<b>Duration</b>	Permanent - Full Time
<b>Travel</b>	Within Senegal, but also in West Africa and else where

## ABOUT THE ROLE

In the Economic Community of West African States (ECOWAS), two-thirds of the population make their living working in agriculture. About 90% are smallholder farmers with an average plot size below 1 ha, who depend mainly on agriculture for subsistence and often live below the poverty line. In urban areas, zones at highest risk of flooding tend to be settled by low income households (from rural exodus), often informally. Each rainy season brings reports of dozens dead and thousands displaced by floods. The frequency and severity of extreme weather events appear to be on the increase.

The ever-growing population along with climate change exert an increasing and tremendous pressure on energy and food security as well as livelihoods in the region. Strengthening climate resilience— the ability to adapt to long term climate changes and to endure and recover from shorter term climate shocks including droughts and floods - is a major objective of governments in West Africa.

Practical Action West Africa is working with smallholder farmers and flood prone communities to strengthen their resilience to climate related risks through access to information and adapted knowledge services that effectively reach “the last mile”. We expect to see improvements in the management of agricultural risks and land use planning and in the effectiveness of early warning systems and disaster preparedness. We will also expect to see farmers, livestock owners, fishers and other small business owners have access to sufficient energy to produce, transform and store their products in a way which earns them higher incomes, and improves their living standards.

We deliver impact through consulting and knowledge-based work. This includes signature pieces in Benin, Mali, Togo, Burkina Faso and Senegal focused on the sectors of agriculture, energy access and climate information services.

For the 2021-24 timeframe, we aim for our work in the region to expand in more countries in the ECOWAS region and to revolve around:

- Facilitating donors, governments and other institutions to improve their understanding and uptake of the best suited technologies and approaches for increasing resilience.
- Working with private sector and others to improve and ensure understanding of the complexity agricultural market systems and the role that energy access and information systems can play to strengthen resilience and improve lives and livelihoods, from small agri-businesses to the poorest and most marginalized.
- Catalyzing positive change using technologies to build more equitable, sustainable and resilient systems that deliver on the needs of the poorest and most vulnerable.
- Evidence gathering in collaboration with businesses, experts, universities, governments and others on what works, what doesn't and how to replicate and scale successful business models.

This is a new and exciting role for Practical Action (PA) in West Africa (WA) to support the delivery of our strategic business plan in the area of Climate and Resilience. The job will consist of four main components:

- Project manage the delivery of activities in Senegal under Practical Action's global programme on Flood Resilience, funded by the Z Zurich Foundation and being implemented across five countries in Africa, S.E. Asia and Latin America (30% of the role)
- Deliver as Expert advisor on consultancies in at least one of the following areas: climate resilience, agriculture, market systems (30% of the role)
- Drive our business development in the area of climate and resilience and contribute within regional and global teams on business development in areas of inclusive agriculture market systems and energy access (30% of the role)
- Represent West Africa in the Practical Action Climate and Resilience and Agriculture global change hub and contribute to thought leadership across the organization (10% of the role)



## **JOB FUNCTIONS**

### **Managing Relationships and Strengthening Profile**

The job holder (referred to below as the Project Manager) will work under the supervision of the Regional Director with technical back-stop from the Senior Resilience and Livelihoods Advisor. The Project Manager will work closely with the Zurich Programme global Programme Manager and will manage a small team of junior advisors, community liaison officers or researchers in Senegal.

Assignments will be delivered directly by the Project Manager or through project management of other PA staff and experienced external consultants, and the Project Manager may also be called on to input to assignments managed by other members of the team, and/or led by PA offices in other regions.

The job will entail the development and maintenance of new and existing partnerships with other organisations and our network of national and international consultants. The Project Manager will interact and collaborate with central and county governments, regional bodies, international agencies and development partners, institutions of higher learning and peer organisations, as required to deliver work to a high quality.

## **ACCOUNTABILITIES**

### **Contract delivery and quality**

The job holder will manage the work activities in Senegal of a global programme on Flood Resilience, funded by the Zurich Foundation and being implemented by Practical Action across five countries in Africa, S.E. Asia and Latin America. This exciting new initiative complements work in 2020 by Practical Action and IED Afrique to develop a West Africa Flood Resilience portal in French, establish a dynamic of knowledge exchange and learning around strengthening community resilience to flooding in West Africa and to lay the foundations for collaboration between strategic actors in the region.

Delivering this project will take about a 30% of the time of the Project Manager. Funding has been approved in principal for 3.5 years, from January 2021 to June 2024.

The Advisor will be responsible for delivery of the Senegal Flood Resilience Project according to approved work-plans and budgets including:

- Technical inputs, budget and contract management, client relationships' partner coordination/ facilitation, production of reports/ knowledge products and team management (with responsibility for other project team members' inputs; developing TORs, ensuring timely delivery, and quality assurance of subcontractors and Practical Action staff).
- Managing our relationship with all project partners and stakeholders including the *Ecole Polytechnique* in Thies, the Commune of Thies North and local beneficiary communities.
- Promoting a dynamic of knowledge exchange and learning around strengthening community resilience to flooding in West Africa
- Developing collaboration with strategic actors in the West Africa region to promote use of the Flood Alliance approach and tools with the aim of strengthening community resilience to flooding across the region.

The Project Manager is expected to spend another 30% of their time as expert advisor on:

- Delivery of other relevant assignments and consultancy in the region in close collaboration with PA UK, other PA regional offices, external partner organisation and consultants.
- Be responsible for all or selected aspects of assigned projects including technical inputs, budget and contract management, client relationships' partner coordination/facilitation, production of reports/knowledge products and team management (with responsibility for other project team members' inputs; developing TORs, ensuring timely delivery, and quality assurance of subcontractors and Practical Action staff).
- Ensure that information and lessons learned are collected from projects and knowledge shared with key stakeholders within and outside the organisation (including writing and reviewing relevant project reports and knowledge products)

### **Project Development and Resource mobilisation:**

The Project Manager is expected to spend 30% of their time driving our business development in the area of climate and resilience and contributing to business development in areas of inclusive agriculture market systems and energy access.

This will entail working with the WA and international agriculture and energy teams to:

- Develop high quality Concept Notes, Expressions of Interests and Proposals to win new assignments contributing to Practical Action change ambition on Technology Builds Resilience in West Africa. This will involve:
  - Identifying and reviewing opportunities
  - Leading and coordinating proposal development activities
  - Identifying the capabilities, activities and roles needed to deliver projects'
  - Contacting potential partners and external associates and agreeing partnering arrangements
  - Developing technical proposals and methodologies for project delivery
  - Collating organisational information and relevant project references
  - Developing project budgets
  - Networking with relevant stakeholders and potential clients/funding agencies in the region with a view to securing new work.
- Build up the WA team capacity in the areas of climate resilience and agriculture/energy nexus, which can then be used for proactive and reactive business development.
- Profile Practical Action West Africa as a key voice in the energy/agriculture sector in the region and build strong relationships with key stakeholders in Senegal and other priority countries.
- Work with partners from a wide range of sectors (private sector, NGOs, government etc.) to design one or more proposals and business ideas, and pitch for funding from donors and investors.

### **Learning and thought leadership**

The Project Manager is expected to spend 10% of their time contributing to learning and thought leadership across the organization and also externally. This will entail working with the WA and international teams to:

- Represent West Africa in the Practical Action Climate and Resilience global change hub and where relevant the Agriculture Change Hub
- Represent Practical Action at regional meetings and events, particularly those which will support PA's influencing strategy, raise PA's profile and generate networks and contacts in the climate resilience, agriculture, market systems and development sectors.
- Author and commission articles for publication in international media and journals based on a synthesis of project experience

- Build and maintain relationships with regional associate consultants to enable PA to effectively deliver assignments in the region.
- Develop increased levels of understanding, collaboration and innovative opportunities for joint working across PA regional offices.
- Identify innovations, technologies and new areas for developing improved and innovative solutions and approaches to ensure that Practical Action remains on the cutting edge in Africa.

## **Strategic Alignment and Contribution to Change Ambitions**

The post holder will play a key role in connecting our work across climate and resilience, agricultural market systems and energy access and in developing knowledge and information services that meet the needs of rural and other marginalized communities in West Africa.

## **PERSON PROFILE**

To be successful in the role, the ideal candidate will be able to demonstrate:

### **Skills and Experience**

#### **Academic Qualifications:**

- A Master degree in geography, climate science, agriculture, economics, international development or related field.
- Other relevant training such as project management, systems thinking, climate risk management, inclusive market development, gender, rural development etc., will be an asset.

#### **Technical Skills and Experience:**

- Demonstrated experience in project management, including managing staff on the ground and budgets
- Sound knowledge and experience in the international climate and flood resilience sector relating to climate risk management, rural economics and/or agricultural market systems
- Experience with system thinking
- Understanding of agriculture risk management, including climate change and how technologies and knowledge can build resilience of small holder farmers.
- Knowledge and experience of one or more of the following: agriculture business and subsistence sectors in West Africa; private sector engagement, social impact assessment and participatory methods.
- Strong background in research and/or consulting
- Excellent writing skills
- Fluency in written and spoken French and professional proficiency in English are essential.

#### **Other Competencies/Abilities/Skills desired:**

- Ability to work independently with minimal supervision, generate new project ideas and contacts and drive forward initiatives proactively
- Excellent communication and influencing skills across cultures, including proven technical writing and presentation/communication skills.

- Analytical and numerical skills, familiarity with the research process and the ability to synthesize data, present results and draw meaningful conclusions.
- Excellent project management skills, including finance and contract management, client and stakeholder management, managing inputs from team members, consultants and partners, capability to use project management tools to deliver projects on time and budget to the satisfaction of the client.
- Excellent organizational and time management skills and ability to adhere to strict deadlines.
- Clear understanding of gender issues.
- Ability to convene stakeholders across academia, NGO, private sector and government in West Africa and run meetings or workshops.

### **Relevant Job Experience:**

- Proven relevant experience in rural economic development projects or consultancy assignments within the NGO, research or private sectors, in Africa and internationally (relevant experience in the region of choice is highly preferable).
- Experience of living and working in Francophone West Africa.
- Demonstrated experience in producing research and/or consulting reports and other knowledge products.
- Demonstrated experience in developing proposals and securing new projects or consultancy assignments.

### **Additional Requirements for the job:**

### **KEY BENEFITS**

Inspiring people is central to Practical Action's mission. This starts with our own staff. Through talented and committed staff we will effectively deliver practical answers to our beneficiaries and influence others to build on our philosophy to deliver practical answers to poverty.

### **Hours**

37.5 hours per week Monday to Friday and opportunities for some remote working

### **Annual leave**

Annual holiday entitlement is 24 days in addition to public holidays.

### **Benefits**

Health insurance coverage including spouse and children, life insurance and salary contribution in lieu of pension.

### **HOW TO APPLY**

If you want to work for a subsidiary of a charity with significant people ambitions then we would like to hear from you. To apply, go to **[Practicalaction.org/jobs](https://practicalaction.org/jobs)** and follow the links to submit a copy of your CV and a cover letter that describes your suitability.