



Position Description

Title: Community Based Adaptation (CBA) Project Manager
Country Office: Timor-Leste
Location: Dili, Timor Leste
Position reports to: Assistant Country Director (Programs), CARE International in Timor-Leste
Employment Category: Fixed term – 30 Months subject to funding approval.

About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We are primarily dependant on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For almost 25 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

About the Country Office

CARE has been working in Timor-Leste since 1994, with a head office in Dili, three field offices and a team of 10 international and 180 National Staff. CARE works in six Districts in Timor-Leste, focuses on long-term sustainable development projects in agriculture and disaster risk reduction, education, community health and nutrition, capacity building, urban community outreach and peace-building, rural infrastructure and employment, and women's participation and gender equality. CARE in Timor Leste is building on this experience to developing new programming in community-based adaptation (CBA) to climate change

The Community Based Adaptation Project is being implemented through a consortium comprised of CARE International in Timor-Leste (CARE in Timor-Leste) and WaterAid in Timor-Leste together with a range of local partners and in partnership with local and national government. CARE in Timor-Leste is the lead agency.

WaterAid has been working in Timor-Leste since 2005, and in Liquica District since 2007 to help rural communities access safe water, adequate sanitation and improved hygiene behaviour. WaterAid in Timor-Leste supports local community groups to plan, implement, operate and maintain water and sanitation facilities on a long term basis. WaterAid has successfully piloted various best practices such as CLTS (community-led total sanitation), networking of water users committees, sanitation marketing and disability-inclusive water and sanitation facilities. WaterAid is also working with communities to protect water catchments in order to improve the quality and availability of water.

The Community Based Adaptation Project seeks to increase the resilience of communities in two water catchments in Liquica District to the unavoidable impacts of climate change. Targeting 3143 households the project will focus on small-scale farmers, particularly women, for whom climate change poses a significant threat to their livelihoods, food security and access to water. Rising temperatures, unpredictable rainfall patterns, drought and floods are expected in Liquica district. These climatic hazards pose significant risks to the food water and income security of poorer households, who have few alternatives available to them. In addition poor agricultural and water management practices and extensive clearing has degraded the integrity of the catchments resulting in erosion, landslides and siltation of waterways. Villages are located at varying altitudes from sea level to approximately 1400m and experience highly localised climatic effects.

The consortium partners have successful programs and established relationships in Liquica District through the implementation of CARE in Timor-Leste's food security, resilient livelihoods, DRR and CBA activities and WaterAid's expertise in WASH and community water management.

The project activities will combine the principles of Community Based Adaptation (CBA) and an integrated water catchment management approach, with a focus on promoting community stewardship; strengthening climate-resilient livelihoods and water security; and developing an evidence-base to support best-practice community-based adaptation in Timor-Leste. Community capacity to prepare for and respond to disasters will be enhanced through the integration of community-based disaster risk reduction (DRR) activities in coordination with local government and in alignment with national DRR and adaptation policies and priorities. The activity will ensure that women and other vulnerable groups are empowered to play a key role in planning and implementation.

About the Role

The CBA Project Manager will lead the consortium climate change adaptation activities (i.e. activities common to all partners) as well as provide technical support, advice and training for member organisations. This role will connect with key program staff in each of the partner International Non-Government Organisations (INGO) and help to provide a common understanding and approaches to community-based climate change adaptation and water catchment management. It will also oversee and advise on, a community-based analysis and planning process, coordinate program delivery, participate in national climate change fora and relevant Government processes, and be responsible for ensuring that effective monitoring, evaluation, documentation and learning takes place. The role will also facilitate linkages with key research institutions for the purposes of research and documentation. It will manage and provide mentoring and coaching to facilitate the professional development of staff.

The role will report to the Assistant Country Director – Programs (ACD-P) at CARE and be guided by a project steering committee comprising consortium partners and key stakeholders. Technical support will be provided by CARE Australia's Climate Change Advisor and the CARE Poverty, Environment and Climate Change Network (PECCN) where appropriate, as well as WaterAid.

Key Responsibilities

- Lead the consortium in ensuring co-ordinated project planning, implementation, monitoring, evaluation, learning and documentation.
- Prepare the charter and the Terms of Reference for a consortium Steering Committee to manage the project and coordinate regular Committee meetings.

- Ensure that technically sound approaches to community-based adaptation including resilient livelihoods, disaster risk reduction and integrated water catchment management are integrated into programming and delivered at the community level.
- Implementation of a staged work-plan in line with established project funding, and leadership of the annual planning process.
- Monitor program and partner capacity building and learning needs through the coordination of regular field-based monitoring activities and meetings with local NGO partners, technical staff from appropriate government agencies and local technicians.
- Management of project expenditure, including management of budget and financial reporting with consortium members.
- Co-ordinating a project baseline assessment, finalising and implementing a monitoring, evaluation and learning framework, and finalising reports for donors.
- Establishing project management processes and implementation in line with CARE in Timor-Leste's compliance and quality standards.
- Implementation of a framework for monitoring, evaluation and learning.
- Development of stakeholder relationships and establishment of mechanisms for research, sharing and learning.
- Manage a team of project staff and provide mentoring and coaching to facilitate capacity building.

Selection Criteria

- Advanced degree in a relevant field and technical knowledge of community-based approaches to climate change adaptation and/or land and management, food security, community development, disaster risk reduction, gender, etc.
- At least 5 years program management experience in international development demonstrating the ability to manage budgets, staff and programs, preferably within an international NGO.
- Demonstrated ability to manage staff and experience in capacity building and skills-transfer to local organizations.
- Demonstrated high level organisational skills and the ability to manage multiple tasks, competing priorities and complete assignments within timeframes and budgets
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approach and values, including diversity and cultural sensitivity.
- Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.
- Previous experience in Timor-Leste and/or the Asia Pacific Region preferred.
- Experience working on climate change and/or water resource management projects, particularly at community level would be an advantage.

Approved by
Country Director
June 2012