



Terms of Reference

Title: Project Development Specialist

Mission: The Project Development Specialist will be responsible for supporting the resource mobilization work of PACT in relation to grant funding strategies, through the preparation of project proposals for innovative, impactful and transformative projects that can qualify for bilateral or multilateral climate and/or developmental financing, inclusive of funding from the Green Climate Fund (GCF), Adaptation Fund (AF), Global Environment Facility (GEF), among others.

Main responsibilities:

The main responsibilities are to plan and design projects, by:

1. Identifying potential project stakeholders and partners that can support PACT's grants portfolio.
2. working with PACT and its partners to identify their priorities, aligned within their strategies and plans.
3. preparing project proposal packages including, *inter alia*, the completion or assisting in project appraisal, stakeholder consultation, and social, environmental, and gender analyses and assessments, as required.
 - Defining the baseline and targets, and monitoring mechanisms for indicators which are defined in the proposal
 - Developing and defining Risk Management Plans by completing risk assessments and management plans in line with donor requirements.
 - Outlining the processes utilised for stakeholder consultation, environmental, gender, and social analyses and assessments, and feasibility assessments.
4. Defining project activities and resource requirements for identified projects.
 - Reviewing relevant documentation and literature related to the projects being developed
 - Defining the project preparation arrangements including the technical coordination of each component/activity
 - Schedule timelines and deadlines for project planning and development.
5. Plan and develop procurement processes.

6. Develop associated planning systems for monitoring & evaluation of projects.
7. Completing (writing) funding application forms for projects.
8. Managing project preparation/development budgets (when applicable) and ensuring best value cost and quality standards are planned and delivered in all work.
9. Update the Executive Director and Board of Directors on the funding landscape and opportunities on a quarterly basis or as requested.
10. Develop a portfolio of bankable projects with at minimum two submissions outside of approved funding allocations.

Key Performance Indicators:

Key deliverables of the service are to be performed as per attached Schedule attached.

Skills and Qualifications:

- PhD or Master's Degree in Project Management; or Economic Development, Sustainable Development, Development Studies, or another relevant field with certification in Project Management.
- A minimum of five years' professional experience in design and/or management of large projects/programs. Experience with projects that are multi-sectoral, bilateral, multilateral, multi-year, and capital projects, will be highly favoured.
- Knowledge of international grant funding landscape.
- Knowledge of both theoretical and practical aspects of project planning and development is required.
- Knowledge of project management techniques and tools.
- Knowledge and/or experience in project procurement will be highly favoured.
- Knowledge and/or experience in risk identification and management is required.
- Good organisational and communication skills.

Key competencies:

- Analytical, highly numerate and literate
- Creative and technical writing
- Critical thinking and problem-solving
- Planning, organizing and decision-making.
- Communication, networking, influencing and leading.
- Negotiation and conflict management

Terms:

- Contract for Service – Individual Consultant
- Remuneration negotiable as per attached Schedule
- Field travel costs directly related to the service paid on a reimbursable basis.
- Work hours at the PACT office as needed.
- Workstation, equipment and supplies to be provided by PACT for office hours.

**Project Development Specialist Terms of Reference
Schedule**

		FY 2021/2022		FY 2022/2023			
Deliverables	Payment Due	Q3 Oct-Dec	Q4 Jan-Mar	Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar
1. New Portfolio of bankable Project Concept Notes developed.							
2. Approved and successfully implemented project preparation/development grants for the portfolio of new projects.	*TBD Based on Target Donor Requirements						
3. Finalized grant proposal packages with costing and budgets, cost benefit analyses, logical frameworks, M&E plans, Risk Assessments & Management plans, and any other documentation required by donors.	*TBD Based on # of Proposals						
4. Approved project grant applications for at least 2 projects of USD\$10M each.	*TBD Based on level of effort for Revisions						

** Costs to be negotiated based on analysis of the work required from the Consultant to complete the deliverables*