

SCRP Chairperson, who shall be elected from among SCRП members at the first meeting, shall sign SCRП meeting minutes.

SCRП decisions are made by consensus of the participants.

If necessary, SCRП can invite and incorporate representatives of other organizations from EAEU countries (by consent).

Representatives of other state structures, business-associations, NGOs or partner organizations of the project can be invited to SCRП meetings without the right of consultative vote.

## **Annex 5. Terms of Reference of Key Personnel**

### **1. Project Task Leader**

Under the direct supervision of the UNDP CO Sustainable Growth and Resilience Portfolio Manager, and in close cooperation with the Climate Change Programme Coordinator the Project Task Leader will be responsible for the day-to-day management and implementation of the UNDP-GEF project, including all project administrative matters. All work of the Task Leader will be carried out in line with the Project Document and in full compliance with the UNDP Rules and Regulations.

#### **Job content**

- (i) Ensure efficient implementation and development of activities assigned under the project in accordance with approved Project Document;
- (ii) Lead, supervise, and monitor project implementation process,
- (iii) Act as Project asset management custodian and ensure maintenance and update of the project office inventory records in line with UNDP rules and regulations.
- (iv) Provide substantive support in the development of the project planning documents; monitor work plan implementation.
- (v) Provide substantive support in identifying and recruiting the competent staff and subcontractors, formulate their responsibilities as well as appraise their performance.
- (vi) Monitor and analyze the adequacy and content of the technical reports and project deliverables to achieve the project outcomes/outputs.
- (vii) Prepare reports on the operational status of the Project to the implementing and funding agencies.
- (viii) Liaise with the Government, regional and local authorities, private sector, civil society organizations, and international partners to ensure participatory approach for achievement of project objectives.
- (ix) Provide technical backstopping and guidance to the International and national team of experts and subcontractors.
- (x) Coordinate the development of networking and information system activities relevant to the project implementation in the scope of the UNDP programme in close cooperation with International technical consultant.
- (xi) Analyze the outputs, organize surveys and awareness rising campaign;
- (xii) Ensure organization of regional and national workshops and other meetings, prepare briefing notes, background papers and make presentations.
- (xiii) Ensure technical and organizational support of key institutes in the beginning of pilot implementation;
- (xiv) Ensure regular update regarding course of Project implementation on [www.nature-ic.am](http://www.nature-ic.am) web-site.
- (xv) Perform other duties as required.

#### **Outputs**

- Successful and timely Project implementation in accordance with objectives, schedule and planned budget.
- The quality of work of the Project Task Leader will be assessed by successful achievement of general objectives of the Project, in particular:
  - Preparation of annual Project reports, workplans and other relevant Project documents;
  - Documents on informative campaigns
  - Coordination and lead in technical and analytical report preparation.