



## Green Gaza Project

“Promotion of Green Services and Climate Action in Local Governance – Green Gaza”  
Grant No. PSE22005-10012

### Term of Reference – Project Officer

Reference No. 7.1.1  
(Final 2023)

#### 1) Background:

The MDLF has received financing in the amount of 3,065,000 Euro from the Belgian Development Agency (ENABEL) towards the cost of implementing the project titled “Promotion of Green Services and Climate Action in Local Governance – Green Gaza”.

The project is designed to improve the conditions of the Palestinian ecosystems and their population by reducing ecological footprint and GHGs emissions through the promotion of green circular economy (GCE) and green urban areas, focusing on energy efficiency, renewable energy, and sustainable waste management. The project envisions two overarching outcomes:

- Outcome 1: Green cities in Palestine are promoted through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth).
- Outcome 2: Green cities and entrepreneurship for women as well as green and decent jobs for women and youth are promoted in the selected value chains.

To achieve these outcomes, a set of intermediate outcomes had been identified and approved focusing on green investments with various consultancy services, capacity building, and infrastructure development in promoting the following:

- (1) Green Buildings: Support retrofitting of at least two public buildings by applying green building models.
- (2) Green Public Spaces: Facilitate the development of public spaces across 4 themes in Gaza Strip: i. Gaza old city touristic routes and/or development of Palestine square and in addition to neighborhood spaces, ii. Greening of Wadi Gaza, iii. sea front development, and iv. Coastal line protection.
- (3) Green Services: Support interventions in renewable energy, energy efficiency and solid waste management.

In parallel with supporting public servants and women by:

- (4) Capacity building: and sensitization of public servants for improved planning and design for green buildings, green public spaces, and green services all within participatory and inclusive mindset towards women and youth.
- (5) Promote Women Involvement: by strengthening women participation in all project activities with focus on the identification and design of safe and inclusive green spaces

Under the current intervention, the MDLF is seeking to contract a qualified project officer for a duration of 12 months renewable for up to 34 months contingent upon incumbent performance

and availability of funding.

## **2) Scope of Works:**

As part of the mobilization and preparation of the action, a project officer will be hired to support MDLF in the day-to-day following up of the project activities. The project officer will be contracted by MDLF as a consultant and will be stationed at MDLF office, following MDLF guidelines under the supervision of the Gaza Office manager in accordance with the following scope of work:

- (1) Coordinate with targeted LGUs to improve projects' documents, and communicate effectively with them in this regard.
- (2) Coordinate with the consultants in providing the technical support to the LGUs to ensure the compliance with MDLF requirements in accordance to the MDLF operational arrangements.
- (3) Coordinate with MDLF Gaza office staff to track the projects implementation and provide progress reports as needed.
- (4) Act as a focal point among project stakeholders (i.e. finance, consultants, contractors, MDLF staff, and other partners) concerning activities' implementation.
- (5) Contribute to the implementation of the activities by providing inputs for planning, execution, coordination, follow-up and monitoring, and evaluation of activities to ensure that the results of the project (outputs – outcomes) are achieved within the set execution deadline.
- (6) Actively participate in meetings of relevance to the Gaza Green Project with project stakeholders and project donor, with ability to professionally record and prepare minutes of meetings. As needed participate/supervise the technical training, workshops, and preparing manuals activities
- (7) Supervise and report on the provision of the design & implementation aspects of the infrastructure projects under the Green Gaza Project.
- (8) Review and update the project work plan to complete all project activities in the time and cost as stated in the program agreement and documents.
- (9) Ensure the incorporation of the most appropriate environmental and social management in design stages, and the subsequent implementation of mitigation measures during infrastructure activities' implementation in line with MDLF Environmental and Social Management Framework (ESMF), the Stakeholder Engagement Plan (SEP), Labor Management Plan (LMP), and Acquisition and Livelihood Framework (LALF) and as per the MDLF Environmental and Social Commitment Plan (ESCP), noting that the (SEP) has a particular focus under the Green Gaza Project per outcome 2 of the Green Gaza Project concerning the participation of women and youth.
- (10) Support in building the sustainable city capacity of local LGUs, and preparing the relevant ToRs in coordination with the hired consultants.
- (11) Coordinate site visits/missions that may be requested by the donors and other partners.
- (12) Facilitate productive collaborations among project stakeholders, mainly community representative, and local Civil Society Organizations (CSOs) to ensure optimal synergies between project activities
- (13) Prepare for MDLF the required reports such as monthly, semi-annual report and any other reports requested by MDLF high management.
- (14) Harmonize with and follow up MDLF ongoing projects of the targeted LGUs per their Strategic Development and Investment Plans (SDIPs), which may intersect with or complement the Green Gaza project.

- (15) Contribute to the learning process about how the green cities, and the relevant approaches to the context of Gaza Strip
- (16) Conduct any other activities may be requested by MDLF in relation to Green Gaza Project with synergy with other projects including MDPIV.

**3. Qualifications & Experience:**

- (1) Master’s degree in architecture , urban planning, or any other related field.
- (2) A minimum of 3 years of relevant experience in the planning and/or implementation of projects of similar themes.
- (3) Good experience in the local government sector and/or working with NGOs with knowledge of environmental and social management.
- (4) Track record of dealing with green infrastructure projects, green building, renewable energy, sustainable environment and soild waste management, a green design certification is a plus.
- (5) Strong analytical, communication, reporting as well as solid mediating and consensus-building skills.
- (6) The ability to think strategically and conduct dialogue on green building and climate change development policies and priorities.
- (7) Experience with participatory planning, budgeting, improvement of consumer satisfaction, public engagement and design/implementation of public awareness campaigns.
- (8) Strong English and Arabic communication skills, both writing and speaking.
- (9) Advanced computer proficiency in Microsoft Office package (word, excel, PowerPoint, and outlook), in addition to Autodesk’s AutoCAD and 3d modelling software(s).

**4. Reporting Obligations:**

The consultant is expected to submit the following deliverables and stated schedule:

Reports	Submission Date
1. Monthly Progress Reports (in English): summarizing the achievements (activities progress), main obstacles and difficulties faced with suggestions and recommendations.	At the end of each month.
2. Semi-annual Report (in English): summarizing the achievements (activities progress), main obstacles and difficulties faced with suggestions and recommendations, in addition to update to project work plan (timeframe, budget and activities) and photographic record of project activities.	Every 6 months starting from project effectiveness.
3. Annual Report (in English): detailing the achievements (activities progress), main obstacles and difficulties faced with suggestions and recommendations, in addition to update to project program and forecast, with photographic record of project activities.	Every 12-moth starting in end December 2023.
4. Ad-hoc Reports (in Arabic or English): on a case-by-case basis covering any elements usually appear in monthly, semi-annual, or annual report.	Upon Request of MDLF Management.