Background and context

The Nationally Determined Contributions (NDCs) are the heart of the Paris Agreement and it embody efforts that each country promises to put in, to reduce national greenhouse gas (GHG) emissions and adapt to the impacts of climate change. The Paris agreement sets three long-term goals:

i. to hold global warming to well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase to 1.5°C;

ii. to increase the ability to adapt to the adverse effects of climate change and to foster resilience; and

iii. to make finance flows consistent with a pathway towards low greenhouse gas emissions and climate-resilient development (Article 2.1).

The Government of Rwanda (GoR) ratified for the Paris Agreement and updated its NDCs in 2020 with an ambitious target to enact the change by committing to reduce greenhouse gas (GHG) emissions by 38% by 2030 compared to business as usual by 2030 equivalent to an estimated mitigation of 4.6 million and includes adaptation measures in several priority sectors.

In line with the above, the German Federal Ministry for Economic Cooperation and Development (BMZ) through KfW committed EUR 46.0 Million to support the implementation of the Rwandan NDCs. The “Intego – Rwanda’s NDC Facility” is hosted at the National Fund for Environment (FONERWA) with the objective to support the implementation of the NDC Action Plan in Rwanda.

This facility intends to support the best projects from Rwandan public agencies and administrative bodies from both central and local Government which will be contributing to the achievement of the set national targets by strengthening climate resilience of the Rwandan

The Fund is pleased to invite passionate and competent personnel to join the team in implementing Intego’s Facility.

Please find below the job positions and required qualifications and experience to apply for this opportunity.
1. PROGRAM MANAGER

Responsibilities:

Intego Project Manager will be in charge of the entire portfolio management as detailed below:

➢ Supervise and coordinate the planning and implementation of the Intego activities, providing proposals and liaising with the team in developing action plans, procurement, consultancies assignments, recruitment (if needed), logistics, budgeting and disbursements;
➢ Carry out pre-grant award surveys together with a team of dedicated experts and propose funding decision to FONERWA management
➢ Draft and negotiate Grant Agreements
➢ Coordinate the input of different FONERWA department and expertises (procurement, financial management, legal, thematic, ESHS) into the various workstreams of the Facility, seek internal approval from superiors where needed
➢ Seek KfW no-objections where needed
➢ Oversee financial management of the Facility and its projects, authorize payments to IPs and sign withdrawal applications for the replenishment of the Special Account from KfW (is this the Project manager? If not, who then?)
➢ Contract management and quality assurance of the work of the Facility Management Consultant
➢ Establish close collaboration and working arrangements with FONERWA team and Intego project staff to ensure timely implementation of Intego activities, including contractual arrangements;
➢ At Central and Local Government level, work closely with technical team from Line Ministries and agencies to ensure good coordination and collaboration, including provision of technical assistance and getting technical advisories from relevant institutions;
➢ Maintain close contacts with implementing entities by ensuring adequate communication of Projects activities and encourage multi-stakeholder participation;
➢ Monitor and supervise the execution of Integos’ activities, at Central and Local Government level, ensuring close working relations with both central and local authorities, and inform FONERWA management of problems and obstacles that need attention and specific assistance;
➢ Prepare relevant terms of reference to hire consultants to undertake Intego assignments in accordance with the signed grant agreement and the approved annual Work Plan, and submit required documentation to necessary and required authorities for approval;
➢ Monitor and supervise the work of consultants and implementing entities, facilitate meetings and ensure the timely and responsive delivery of outputs and reports to the development partners;
➢ Work in close collaboration with FONERWA management and the development partners by providing periodical reports on the progress of Integos’ activities and issues arising;
➢ Prepare an annual Work Plan for submission and provide updates on a quarterly basis with explanations of any changes. The annual work plan will comprise reviews of activities
undertaken and/or completed over the last year, as well as proposals for project activities to be conducted the following year (scope, specifications and timeframe and expected products);
- Prepare and convene, as required, technical meetings to provide guidance and revise reports on specific technical, policy and legal issues in consultation with FONERWA management;
- Monitor and supervise the Facility Management Consultant throughout the timeframe of the technical assistance support;
- Coordinate and submit Intego’s financial, M&E and safeguards report to FONERWA’s management and development partners, on a quarterly basis.

**Required experience and qualifications:**

- Master’s degree in Project Management, economics, rural development or any related fields;
- At least 5 years of professional experience in a comparable position.
- Relevant Project management certification

**Required Skills and knowledge:**

- Proven working experience in project management;
- Proven working experience with central and local government;
- Excellent communication and presentation skills;
- Decision making skills;
- Effective organization skills;
- Excellent planning and control skills;
- Time management skills;
- Ability to manage and coordinate programs;
- Proven personal integrity and work ethics;
- Working experience in development partners projects is a requirement;
- Working experiences with DFI would be an asset
- Experience/know how on climate and environmental topics would be an asset
- Fluency in English, French and Kinyarwanda is a requirement.

2. CIVIL ENGINEER

**Responsibilities:**

- Provide technical assistance, mentoring, advice to the engineers of the Central and Local government and other technical units responsible for project implementation, to ensure compliance with projects drawings and specifications;
- Support the development of innovative and sustainable designs for infrastructure projects, considering renewable energy integration, energy efficiency, and climate resilience;
Support public agencies and (local) administrative bodies in their respective role as project Implementing Partner (IP), with the following tasks: "technical assistance, mentoring, advice to the engineers of the central and local government and other technical units responsible for project implementation, to ensure compliance with projects drawings and specification and work with engineers of the districts to coordinate work schedule to stay ahead of construction and the schedule".

Collaborate with architects, urban planners, and other stakeholders to integrate climate-friendly features into infrastructure design and planning processes;

Support projects engineers in the technical reviews of subprojects designs, Bill of quantities (BOQ), etc.

Perform inspections and documentation of all civil-related work in progress on a continuing basis;

Conduct regular site inspections to monitor progress, identify potential issues, and ensure adherence to environmental and safety guidelines;

Develop and implement measures to minimize construction-related impacts, such as erosion control, sedimentation prevention, and waste management;

Collaborate with environmental experts and regulatory bodies to ensure compliance with environmental regulations and obtain necessary permits

Work with engineers of the districts to coordinate work schedule to stay ahead of construction and the schedule;

Execute field take aways from issued construction drawings, provide input for the quantity tracking applications and report weekly installed quantities to Project Controls;

Work with Procurement’s expediting team from the Implementing partners to ensure the delivery of vendor materials to support the projects schedule;

Manage the material testing lab to support construction schedule;

Collaborate with government agencies, NGOs, and community stakeholders to foster partnerships and ensure alignment of infrastructure projects with national climate targets and development goals;

Communicate technical information effectively to non-technical stakeholders, facilitating their understanding and engagement in climate-friendly infrastructure development;

Participate in workshops, conferences, and working groups to stay updated on best practices, emerging technologies, and innovative solutions in sustainable infrastructure development.

**Required experience and qualifications:**

- Master’s degree in Civil Engineering / construction management with a minimum of 3 years of working experience or a Bachelor’s degree in Civil Engineering / construction management backed by a proven 5 years of working experience in civil works progress assessment and quality control, contract management and coaching in the area of civil works.
Required Skills and knowledge:

- Proven experience in capacity development, on job training and program design and implementation in the area of civil works;
- Proficiency in CAD software, project management tools, and other relevant engineering software;
- Demonstrated knowledge and skills in national implementation on general project management, planning, procurement, contract management, construction supervision, monitoring, evaluation and reporting;
- Familiar with development partners regulations and procedures is an added value;
- Demonstrating knowledge in Monitoring and evaluations is an added value;
- Knowledge of multi-discipline construction operation and supervisory functions relating to field activities.
- Ability to formulate a working relationship with other departments and contractors is required.
- Good communication skills required. Fluency in English is required, French and Kinyarwanda knowledge of all is an advantage.

3. ENVIRONMENTAL AND SOCIAL SAFEGUARDS SPECIALIST

Responsibilities:

- Support in undertaking environmental and social screening of proposals submitted to FONERWA requesting for funding and review the recommended environmental Safeguards instruments.
- Undertake quarterly monitoring of FONERWA funded projects to ensure that proposed Environmental and Social mitigation measures are implemented according to an agreed upon environmental and social mitigation implementation plan.
- Support the fund in resource mobilization through review and preparation of the donor’s required Environmental and Social Safeguard tools for the developed proposals requesting for funding as per the FONERWA’s Environmental and Social Management Framework (ESMF).
- Support in resource mobilization through review and preparation of the donor’s required Gender aspects for the developed proposals requesting for funding as per FONERWA’s Gender Mainstreaming Strategy.
- Prepare reports on the safeguard risks with appropriate actions to be taken for all projects and programmes financed through the Fund and ensure that timely actions are taken.
- Coordinate the implementation of the Grievance Redress Mechanisms established by Implementing Partners to ensure inclusiveness and fairness in the all project funded by FONERWA
- Ensure that the terms and conditions set for projects/programmes development in line with safeguard principles are adhered to.
➢ Support in review of the consultancy reports to ensure that the work done is of quality and recommend appropriate actions to be taken for improvement as per the safeguard principles and guidelines described in FONERWA’s Environmental and Social Management Framework (ESMF).

➢ Support in the training of the Stakeholders/ Implementing Partners on safeguard related aspects to ensure proper consideration of Environmental and Social aspects across all the project cycles

➢ Support in the review of the submitted Project Profile Documents (PPDs) and Profile Documents (PDs) and ensure that gender analysis and assessment is conducted and appropriate measures are taken to bridge the identified gender gaps.

➢ Support the review and development of Gender related studies including Gender Assessment reports and Gender Action Plans (GAPs) for all proposals submitted to the fund requesting for funding.

➢ Oversee the implementation of the Gender Action Plans to ensure inclusiveness and avoid all sorts of Gender Based Violence (GBV) for all FONERWA’s funded projects.

➢ Implement the Intego Environmental and Social Commitment Plan (ESCP) and Adapt FONERWA’s ESMF for Intego.

➢ Evaluate the Environmental and Social requirements and categories with the Project Profile Documents (PPDs) and Project Documents (PDs).

➢ Support and advise applicants during the development of the project specific Environmental and Social Management Plans (ESMPs), Stakeholders Engagement Plan (SEP), Resettlement Action Plan (RAP) and other safeguard documents for Intego.

➢ Supervise implementation of all safeguard documents and ensure appropriate monitoring and reporting of incidents and accidents for Intego funded projects.

➢ Review and approve the Occupation Health and Safety (OHS) plans and other safeguard documents of projects funded through Intego.

**Required experience and qualifications:**

➢ A Bachelor’s degree in Environmental Economics, Environmental Management, Environmental Sciences, Environmental and Development Studies or related fields with 6 years of relevant working experience in rural development, agriculture sector, infrastructure sector, etc. and have the skills to identify environmental and social risks in the mentioned sectors and be able to develop mitigation measures to ensure compliance with both National and International safeguard standards.

➢ A relevant Master’s Degree in the above-mentioned fields is highly preferred, with a minimum of 3 years working experience.
Required Skills and knowledge:

- Demonstrable expertise and experience in managing and providing oversight for projects compliance to ESMF regulations and gender requirements.
- Operational knowledge of national and international environmental and social safeguards guidelines and policies.
- Experience and expertise built through working with international organizations, government agencies, or the private sector related to environmental and social inclusion in projects.
- Knowledge of assessing and managing the environmental and social impacts.
- Excellent verbal and written English language skills.

APPLICATION PROCEDURE

To apply, please submit the following documents:

a) Your completed Application form accessible on [http://career.greenfund.rw/career](http://career.greenfund.rw/career)
b) Your updated and signed Curriculum Vitae (CV),
c) Copies of academic certificates,
d) Proven working experience, and
e) One-page cover letter detailing why you are interested in the position you are applying for.

Please note that all applicants must apply using our online application system via: [http://career.greenfund.rw/career](http://career.greenfund.rw/career)

The deadline for submission of application is **12th August 2023 at 5:00 PM Local time.**

For more information, kindly visit FONERWA website on [http://greenfund.rw/](http://greenfund.rw/) and for more enquiries regarding the application, please contact us on [recruitment@greenfund.rw](mailto:recruitment@greenfund.rw)

Done at Kigali, on **28th July 2023**

Teddy MUGABO MPINGANZIMA  
Chief Executive Officer  
National Fund for Environment – FONERWA