**TERMS OF REFERENCE**

**Institutional Coordinator Components 2&3 (ICC/1 position).**

1. **General Description:**
2. The Institutional Coordinator (ICC) is responsible for the coordination of activities of project Components 2&3.
3. The Institutional Coordinator (ICC) is subordinated and reports to PMU Director
4. **Tasks and responsibilities:**

The Institutional Coordinator of Components 2&3 shall have the following tasks and responsibilities:

* Works in the specific fields of institutional building and communication in order to prepare de activities to be implemented under Components 2&3 for each of the public authorities involved in the implementation of the EU Nitrate Directive;
* Elaborates de communication strategy and communication plan for the INPCP-AF (Additional Financing of INPCP) based on the MWF (Ministry of Waters and Forest) communication strategy, the communication strategy elaborated and implemented under the INPCP OL (Original Loan) and in accordance with the objectives of the INPCP-Additional Financing;
* Elaborate the training strategy under the AF for Component 2: Institutional Strengthening and Capacity Building and Component 3: Public Awareness and Information Support
* Elaborate the necessary terms of reference (including timelines and estimated budgets) for the specific activities under the Project’s components 2&3;
* Works together with the implementing institutions and the personnel assigned in ANAR in order to achieve objectives of the Components 2&3;
* Coordinates the activities required to organize seminars, training sessions, study trips.
* Coordinates the suppliers and services providers under Component 2&3;
* Proposes innovative communication tools to address different target groups and stakeholders
* Provides substantive facilitation of events like workshops, conferences, public debates, field missions etc;
* Proposes a strategy to update, improve and customize PMU’s websites, social media accounts and their connection with the websites of different stakeholders according to the communication plans;
* Facilitates networking and partnerships with central and local authorities and relevant stakeholders for experiences sharing;
* Coordinates the implementation of the proposed and approved activities in accordance with the training strategy, communication strategy, and plans;
* Ensures the reporting process under the Component 2&3;
* Acts as focal point for all communication-related activities at the PMU office;
* Contributes to updating the corresponding sections of the POM (Project Operational Manual) and the Guidelines for Applicants when necessary; and
* Performs other relevant duties as required by the PMU Director, provided that they do not contradict the conditions of the LA (Loan Agreement) and/or the POM.
1. **Working relations areas:**
2. Hierarchical: Reports to the PMU Director;
3. Functional relationships: With other PMU members and ANAR Specialists that are hired to implement the Project;
4. Cooperation relationships:
* with the World Bank Project Coordinator, as well as with technical WB specialists;
* With specialists from other technical projects that are funded by the World Bank;
1. Representation relationships: according to the mandate which is entrusted by the PMU Director.
2. **Minimum qualifications requested**
* Academic education preferably in the following areas: public administration, social sciences, communication, public relations or another relevant ancillary area;
* At least 9 years of working experience;
* At least 5 years of practical experience in implementation of communication campaigns and/or public institutional strengthening and/or capacity building and/or reform programs areas in Romania or internationally;
* Experience in working in environment related programs/projects/contracts;
* Experience in participating in institutional and organizational strengthening assessment and policy design team/s;
* Experience in development and implementation of institutional frameworks and systems;
* Experience in organizing focus group discussions, interviews, observations and visits to beneficiaries to collect feedback on project related issues;
* Sound knowledge and working experience with World Bank’s procedures and Nitrate Directive implementation is desirable;
* Advanced PC skills and sound knowledge of the MS Office package: Word, Excel, Outlook, Access, Power Point and MS Project;
* Good capacity to communicate with people from different backgrounds and positions, as well as with local and national authorities;
* Excellent command of spoken and written English is a must;
* Strong communication and reporting skills and ability to work with local and national authorities, with multidisciplinary teams.

**Annex to Terms of References**

**I. Short presentations of the INPCP-AF project components**

 The Project comprises the following four components: (1) Investments in Local Communities to Reduce Nutrient Pollution; (2) Institutional Strengthening and Capacity Building; (3) Public Awareness and Information Support; and (4) Project Management.

 The **Component 1** provides support for effective investments and management practices to reduce nutrient pollution from agricultural, livestock and human sources. The beneficiaries (the administrative – territorial units – ATUs - or association of ATUs) will propose sub-projects, selected from a menu of investments based on agreed eligibility criteria and having the main objective to reduce water pollution with nutrients, in accordance with the provisions of the “*Guideline for procedures to be used for competitive financing and for potential Applicants*”. The menu of investments includes: 1. investment for livestock waste management (1.1.developing local community storage, composting and handling systems, packing/ pelleting stations and biogas facilities, all to promote better management of livestock waste; 1.2. upgrading the existing manure storage and/or composting facilities); 2. Investment to mitigate pollution by wastewater (sewage and wastewater treatment activities); 3. Improving water bodies’ protection against nutrients and soil runoff (planting of forest shelter belts).

 **Project Component 2-** will support activities that aim to strengthen institutional capacity and coordination within relevant national and local governments, institutions, agencies and stakeholders for regulating, implementing, monitoring and reporting the EU Nitrate Directive (European Council Directive 91/676/EEC of December 12, 1991 concerning the protection of waters against pollution caused by nitrates from agricultural sources) and Water Framework Directive (Directive 2000/60/EC of the European Parliament and of the Council establishing a framework for the Community action in the field of water policy) requirements. The project will contribute to building capacity by providing equipment, software and other required facilities and specialized training for MWF (Ministry of Waters and Forests), National Agency of Romanian Waters (ANAR-Agentia Nationala “Apele Romane”), MARD (Ministry of Agriculture and Rural Development), Agriculture Payments and Intervention Agencies (APIA), National Environment Protection Agencies, Environmental Guard and Public Health Directorates, and selected Research Stations and County Offices for Soils and Agro-Chemistry.

 **Project Component 3 -***Carrying out of public awareness activities at the local, river basin, national and regional levels, including meetings, workshops, field trips, study tours and mass media events and products, to introduce the Project and its benefits, to promote improved rural sanitation and implementation of good agricultural practices*. In particular, the component promotes improved rural sanitation in all the agro-climatic regions in the country, implementation of good agricultural practices, such as composting, conservation tillage, crop rotation, etc.

 **Project Component 4** – reffers to activities for the Project implementation, monitoring, reporting, evaluation and impact assessment

 **II.1 “EU Nitrates Directive”** reffers to the (European Council Directive 91/676/EEC of December 12, 1991 concerning the protection of waters against pollution caused by nitrates from agricultural sources.

 **II.2 Water Framework Directive** reffers to the Directive 2000/60/EC of the European Parliament and of the Council establishing a framework for the Community action in the field of water policy.

 **III. List of abbreviations**:

- INPCP-AF: Additional Financing of the Integrated Nutrient Pollution Control Project;

- PMU: Project Management Unit

-WB: World Bank

- ANAR:Romanian Waters National Administration/ National Water Authority;

- CGAP: Code of Good Agriculture Practices;

- POM: Project Operational Manual;

- LA:Loan Agreement;

- MARD: Ministry of Agriculture and Rural Development;

- APIA:Agriculture Payments and Intervention Agencies;