



**Ministry of Environment**

**The Project on  
Strengthening resilience of vulnerable communities in Sri Lanka and India to increased  
impacts of climate change (ADAPT4R)**

**Selection of,**

- **National Project Coordinator**
- **Finance Manager**
- **Project Monitoring & Reporting Manager**
- **District Implementation Managers**

**April - 2025**

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## Curriculum Vitae (CV) of the applicant

1. Name in Full: -----  
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2. Address: -----  
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3. Contact Details: -----  
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4. Date of Birth: -----  
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5. Educational Qualifications -----  
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6. Professional Qualifications -----  
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7. Membership of Professional Associations: -----  
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8. Other Relevant Qualifications: -----  
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9. Languages: -----  
-----
10. Employment Record:  
11. From [Year]: to [Year]: -----  
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12. Employer: -----  
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13. Positions held (with brief description): -----  
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### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful statement described herein may lead to my disqualification or dismissal, if engaged.

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Signature

.....

Date

## **Term Of Reference (TOR)**

### **01. National Project Coordinator (NPC)**

The ADAPT4R National Project Coordinator serves as the principal lead for the effective execution of the ADAPT4R Project, ensuring its alignment with the Adaptation Fund and WFP's operational frameworks. Reporting to the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure and under the guidance of the WFP Country Director, the National Project Coordinator will provide comprehensive oversight throughout the project lifecycle, encompassing planning, execution, monitoring, and successful completion.

The National Project Coordinator will lead the project team, ensuring adherence to the agreed-upon Project Document, WFP's rules, regulations, and standard operating procedures (SOPs), and the Adaptation Fund's Operational Policies and Guidelines (OPGs). This includes managing project budgets, timelines, deliverables, and risks.

The National Project Coordinator will foster a collaborative working environment by establishing strong relationships with key stakeholders, including the National Project Coordinator in India, WFP representatives, national and sub-national project staff, and relevant ministries and departments. This will facilitate seamless communication, information sharing, and coordinated project execution.

The National Project Coordinator will oversee the project's compliance with the established protocols outlined in the Project Document, Memorandum of Understanding (MOU), and this SOP. They will generate comprehensive progress reports for the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, WFP Country Director, and the Adaptation Fund, ensuring transparency and accountability.

Key responsibilities include:

- Project Planning and Execution
- Lead, coordinate, and support the development of project executive plans, annual work plans, budgets, procurement plans, with stakeholders in consultation with Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, WFP.
- Manage the project budget, ensure timely availability, disbursement, and proper accounting of funds.
- Support district authorities in preparing annual proposals/plans and financial requirements and review.
- Enabling timely and fund disbursement, accountability.
- Prepare procurements plans, and draft Terms of References and specifications for goods and services.
- Evaluate and mitigate environmental and social risks and effects throughout the project cycle, considering the project's nature and size.

- Ensure the execution of project activities aligns with the annual work plan, in participation with stakeholders, and adherence to quality standards.
- Coordinate with ADAPT4R project committees, the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, WFP, and other relevant national, provincial, and sub-national level forums. Implement decisions made and take corrective measures as needed.
- Coordinate the timely and high-quality execution of project components.
- Undertake regular project progress monitoring of activities executed by stakeholders and assess results and risks.
- Work closely with the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, district/DS authorities, and WFP for successful project execution, ensuring timely and high-quality delivery.
- Ensure project activity alignment with local adaptation plans and targeting criteria for site and beneficiary selection
- Support the development of program guides, training manuals, and other resources for innovative approaches.
- Making decisions, conflict management, and resolving project-related issues.
- Encourage innovation and scale-up throughout the project lifecycle to promote inclusive, resilient, and sustainable adaptation approaches.
- Undertake regular project site visits with Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, stakeholders, WFP and other entities.
- Undertake monitoring/review/missions and provide input to evaluations and audits
- Participate in regional, national, steering committee and progress meetings for smooth project planning and execution.
- Conduct/facilitate regular national and district progress meetings (monthly, quarterly, bi-annual and annual) to ensure coherent project execution.
- Liaise with various ministries/departments, and, to align project activities with key government projects.
- Identify potential partners for collaboration, including universities, technology partners, private sector financing institutions, IT solution providers, training partners, and other projects.
- Lead the organization of workshops, trainings, and technical consultations. Ensure timely report preparation with endorsements.
- Act as the principal project representative during meetings, reviews, evaluations, and discussions. Prepare minutes, review and evaluation reports (including technical, financial, field investigations).
- Responsible and support regular project progress monitoring, including indicators, results, risks (social and environmental).
- Draft periodic project reports: including quarterly, bi-annual, annual performance reports and consolidate financial reports, adhering to Adaptation Fund reporting requirements and WFP quality standards.
- Coordinate the development and dissemination of awareness-raising materials at various levels.

- Liaise with WFP team and other experts to prepare strategies and plans for knowledge sharing, cross-learning, and increased project effectiveness.
- Support the organization of dissemination and advocacy events for cross-learning and sharing within the country and regionally.
- Oversee and manage human resources of project staff, including remuneration, contributions (EPF/ETF),
- Organize regular staff review meetings and support project staff performance management.
- Foster a positive and productive work environment within the National Project Execution Team.
- Manage the administration to facilitate effective project execution.

## **02. Finance Manager**

The Financial Manager role will be instrumental in ensuring the project stays on track financially. This critical position will develop and operationalize sound financial procedures, including robust accounting systems and cash flow controls. Financial Manager will be responsible for ensuring project activities adhere to the financial policies and regulations set by the Adaptation Fund, WFP and the Government.

### **Main responsibilities include:**

- Financial Management o Support the development and operationalization of financial procedures, including the setup of proper accounting procedures, systems, and cash controls and adherence to established financial procedures.
- Provide procedural and technical support within finance and budget areas to ensure compliance with financial policies, rules, and regulations of the Adaptation Fund, WFP and the Government.
- Contribute to budget preparation, execution, and monitoring, as well as financial and budget forecasts to meet future funding requirements.
- Ensure effective mobilization of funds from WFP through Department of Treasury Operations for project activities as per the approved work plan.
- Manage the project budget, ensuring timely fund availability, disbursement, and proper accounting.
- Allocate tasks, provide guidance, and train staff on financial resource management.
- Allocate tasks to project staff, provide guidance, and on-the-job training in financial resource management.
- Assist the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, project staff, and WFP in planning, monitoring, and reconciling budgets for effective fund utilization.
- Monitor budgets, account balances, process financial transactions accurately and timely to manage funds effectively and to prevent overdrafts
- Process payments to internal staff and external suppliers in a timely manner according to accountability standards by monitoring.
- Prepare EPF/EFT contributions for project staff.

- Manage financial record-keeping for efficient access to financial information and prevent financial/interest losses.
- Prepare financial reports, including monthly, quarterly, bi-annual and annual reports, adhering to WFP and Adaptation Fund requirements.
- Compile data to assist in generating and analyzing financial reports.
- Assist the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, and WFP in budget revisions, physical inventory, and audits.
- Monitor tax and obtain tax refunds where possible.

### **Project Execution**

- Perform budget cycle tasks (planning, preparation, revision, and execution) for project management, including maintaining the project fund.
- Prepare financial and procurement plans.
- Prepare payment schedules for procurement of goods/services and payment of remunerations to project staff.

## **03. Project Monitoring and Reporting Manager**

Reporting directly to the ADAPT4R National Project Coordinator. The ADAPT4R Project Monitoring and Reporting Manager is responsible for establishing and overseeing a robust M&E system for the project in close collaboration with the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, WFP M&E Officers in India and Sri Lanka, national and sub-national project staff, government representatives, and other stakeholders. The ADAPT4R Project Monitoring and Reporting Manager will closely collaborate with WFP India M&E Officer for guidance.

### **Main responsibilities include:**

#### **M&E System Development and Execution:**

- Develop a robust M&E framework/system aligned with Adaptation Fund Monitoring and Evaluation Policy and WFP's M&E Framework, ensuring it effectively tracks progress towards project goals/objectives and results framework.
- Establish clear and efficient record-keeping and database/management practices, ensuring information is well-organized, readily accessible, and compliant with relevant regulations and policies.

#### **Capacity Building and Awareness Raising:**

- Develop and disseminate clear and concise awareness-raising for project staff, stakeholders, beneficiaries, using training module/ materials on the project's M&E framework.
- Organize workshops, training sessions, and technical consultations to enhance capacity of project staff for effective monitoring and data collection.
- Organize workshops, training sessions, and technical consultations to enhance capacity for stakeholders.

#### **Data Management and Analysis:**

- Manage M&E/information systems, databases dashboards, and data portals to guarantee accurate data collection, storage, and accessibility for analysis, reporting and data and information retention.
- Monitor project progress against established plans, budgets, KPI, and indicators, identifying potential challenges and proposing corrective actions in a timely manner.
- Conduct regular monitoring of risks, including environmental, social and safety aspects, as outlined in the project document and meeting Adaptation Fund and WFP requirements.

#### **Reporting and Documentation:**

- Assist in project assessments (baseline, mid-term, end-line) and reviews.
- Revise and review correspondence and documentation, providing feedback and amendments where appropriate.
- Prepare high-quality project performance (monthly, quarterly, bi-annual, and annual reports, technical, and financial progress) reports in strict adherence to Adaptation Fund and WFP reporting requirements.

#### **Communication and Stakeholder Engagement:**

- Act as the principal M&E representative of the project during reviews, evaluations, and discussions with donors, government officials, and other stakeholders.
- Maintain effective communication with internal and external stakeholders, fostering collaboration and promoting project activities.
- Regularly engage with WFP M&E Officers in India and Sri Lanka, national and sub-national project staff, government representatives, and other stakeholders to ensure comprehensive monitoring and feedback.
- Actively seek feedback from project staff and stakeholders to identify areas for improvement in the M&E processes and procedures.
- Continuously monitor and refine the M&E system to ensure its effectiveness and efficiency throughout the project lifecycle.

#### **Process Improvement:**

- Actively seek feedback from project staff and stakeholders to identify areas for improvement in the M&E processes and procedures.
- Continuously monitor and refine the M&E system to ensure its effectiveness and efficiency throughout the project lifecycle.

### **04. District Implementation Manager**

The District Implementation Manager will be crucial for project execution at the district level. They will develop and manage all project plans, overseeing their alignment with project goals and ensuring interventions effectively address community needs. This includes establishing strong governance and monitoring frameworks to track progress. Through regular field visits and stakeholder engagement, identify challenges, recommend solutions, and guarantee activities align with local adaptation plans. Data collection and



knowledge management are also key aspects of the role, with the manager responsible for supporting evaluations, compiling best practices, and fostering collaboration to maximize project impact.

**Main responsibilities include:**

- Develop and maintain district-level project execution plans, including work plans, training plans, communication and procurement plans, schedules, budgets, and timelines. This will involve collaboration with district/DS administration, government and non-government stakeholders, and the WFP.
- Ensure project interventions align with project documents and agreed-upon plans.
- Establish project governance, monitoring, and reporting mechanisms for physical and financial progress reports.
- Oversee the execution of various project activities and processes.
- Prepare district progress reports, document best practices, and encourage innovations.
- Guarantee project activity alignment with local adaptation plans and targeting criteria for site and beneficiary selection
- Conduct regular visits to project locations and beneficiaries to monitor execution, identify gaps, and suggest/take corrective actions.
- Oversee and review the work of government and non-government stakeholders/partners and beneficiaries.
- Support data collection and organization for reviews and end evaluations.
- Facilitate coordination and provide practical advice and guidance to deliver project objectives within agreed standards and deadlines.
- Maintain a comprehensive project database for the district, including:
  - Climate adaptation strategies and plans
  - Drought mitigation strategies
  - Climate services
  - Information on ongoing government schemes for potential synergies, improved efficiencies, and scale-up potential.
- Stakeholder Engagement o Organize and conduct capacity building activities for stakeholders on various project-related activities.
- Organize monthly review meetings with the District Secretary, key government stakeholders, and WFP.
- Facilitate timely support from relevant government stakeholders by organizing meetings and managing fund utilization/disbursements.
- Liaise with stakeholders for timely execution, technical inputs, and speedy resolution of issues.