

INTERNATIONAL CALL FOR APPLICATIONS n° 001-26-gcmp-crcbsaf

SUBJECT: Recruitment of a Coordinator for the Project « Monitoring of POPs and Mercury under the Stockholm and Minamata Conventions for the Africa Region ».

INTRODUCTION

This call is for the recruitment of a Project Coordinator for the **GEF ID 11536** project, entitled « **Monitoring of POPs and Mercury under the Stockholm and Minamata Conventions for the Africa Region** ».

The Basel and Stockholm Conventions Regional Centre for Training and Technology Transfer for French-speaking Countries in Africa located in Senegal (BCRC-SCRC Senegal) has signed a Project Cooperation Agreement with the United Nations Environment Programme (UNEP) for the execution of the project entitled « **Monitoring of POPs and Mercury under the Stockholm and Minamata Conventions for the Africa Region** », funded by the Global Environment Facility (GEF).

The BCRC-SCRC Senegal intends to use part of the project's financial resources to recruit a Project Coordinator.

APPLICATION AND SUBMISSION

Interested applicants are requested to submit their applications online to the following address: contacts@bcrc.sn.

Application files have to be submitted in English to the indicated address, no later than **30 September 2026, 23:59 UTC**, and composed of:

- a cover letter addressed to BCRC-SCRC Senegal Director;
- a detailed Resume highlighting the candidate's qualifications and experiences.

Only shortlisted candidates will be contacted by email for an interview.

PROCESS OF CONTRACTUALISATION

A service contract will be signed, after negotiation, between BCRC-SCRC Senegal and the selected candidate, taking into account the available budget.

N.B: Any question or request for clarification can be sent to the above-mentioned e-mail address.

Annex: Terms of Reference

Dakar, 17 August 2026.

**Terms of Reference:
Recruitment of Project Coordinator**

Job Description

Post title	Project Coordinator
Project title	Monitoring of POPs and mercury under the Stockholm and Minamata Conventions in the Africa Region
Project Duration	60 months
Period required	4 th Quarter 2026
Duty station	Home based

Organizational context

The Basel and Stockholm Conventions Regional Centre for French Speaking Countries in Africa based in Senegal (BCRC-SCRC Senegal) has signed a cooperation agreement with the United Nations Environment Programme (UNEP) for the execution of the project entitled: « Monitoring of POPs and mercury under the Stockholm and Minamata Conventions in the Africa Region ». The project is funded by the Global Environment Facility (GEF) and implemented by the UNEP.

The project activities will be executed in fifteen (15) African countries. However, as the Executing Agency covering French speaking countries, the BCRC-SCRC Senegal will lead the project execution in six (06) beneficiary countries which are: Democratic Republic of the Congo, Mali, Morocco, Senegal, Togo and Tunisia.

The Project Coordinator will work directly under the supervision of the BCRC-SCRC Senegal Director. The Project Coordinator will lead and supervise a coordination Team comprise of Technical and Administrative support, a Financial Assistant, Scientific support (for sampling and Analysis), Consultants (Technical, Gender, Communication, Data management...), etc.

Project description

« Monitoring of POPs and mercury under the Stockholm and Minamata Conventions in the Africa Region » is one of the five regional child projects of the Global Chemicals Monitoring Programme (GCMP).

The GCMP aims to provide robust scientific evidence to evaluate the effectiveness of the Stockholm Convention on Persistent Organic Pollutants (POPs) and the Minamata Convention on Mercury. This will facilitate a comprehensive global understanding of POPs and mercury concentrations in humans and the environment. Building on the successful and highly valued Global Monitoring Programme on POPs, the project ensures continuity and extends the time coverage of existing monitoring. It also innovates by including initial mercury parameters to begin evaluating the effectiveness of the Minamata Convention.

The Africa Region Child Project, under the overall supervision of the Global Coordination Child Project (GCCP) of the GCMP, mainly focuses on the background monitoring of POPs and mercury and will build on the experience gained in fifteen African countries under the GEF-5 GMP project and other similar initiatives and make use of various institutional and laboratory networks already established to fill data gaps in the region. The project is scientific in nature and does not foresee any direct reduction on POPs or mercury use nor reduction in the disposal of POPs or POPs/mercury containing material. Therefore, it centers on generating knowledge and information for effective decision making and supporting the Stockholm Convention Conferences of Parties decisions SC-4/31, SC-10/16 and Minamata Convention Conferences of Parties decisions MC-2/10, MC-4/11 and all associated decisions from previous Conferences of Parties meetings.

This regional project comprises four main components, each with specific interventions aimed at:

- a) creating the conditions for the sustainable regional monitoring of POPs and mercury, by fostering collaboration with key regional stakeholders and strengthening regional capacity;
- b) generating high-quality, comparable regional monitoring data effectively and sustainably;
- c) consolidating information from across the region to facilitate broader communication and collaboration, including inter-regional collaboration through the GCCP; and
- d) monitoring and evaluation to support the project's adaptive management.

The data generated through the project will provide more precise insights into human exposure and environmental concentration of POPs and mercury at the local, regional, and global levels, therefore enabling a more effective assessment of the effectiveness of the Stockholm and Minamata Conventions. As a result, the Africa project is expected to benefit populations, both as direct beneficiaries with enhanced capacity to monitor POPs and mercury (e.g., laboratories, experts, local sample collection staff) and indirectly, by increasing their understanding of exposure to POPs and mercury. The results generated will also support informed policy and decision-making in the region.

Duties and Responsibilities

The Project Coordinator will lead and manage the execution of the project. The incumbent will generally coordinate the activities of the project and assume overall responsibility for its success. Specifically, the Project Coordinator will be responsible for the following:

- The day-to-day management of the project and the delivery of outputs including the Monitoring and Evaluation (M&E);
- Oversee the project implementation in countries covered by the BCRC-SCRC Senegal;
- Develop the detailed annual workplan of the project outcomes and outputs, based on the global work plan, timeline and budget distribution defined in the project documents and the cooperation agreement signed between BCRC-SCRC Senegal

and UNEP as well as its appendices. This work plan will then be submitted to the Steering Committee for approval;

- Undertake and execute the activities of the project pursuant to the approved workplan;
- Monitor technical aspects, e.g., analysis of project stocks and data;
- Assist and coordinate with covered countries in setting up inclusive national project coordination committee, and ensure regular consultation with stakeholders throughout the project period;
- Prepare and submit to the Implementing Agency quarterly reports (Progress and Expenditure) on the execution of project activities;
- Prepare and review technical reports, project reports, briefing materials, etc.;
- Prepare and deliver presentations at project-related meetings;
- Coordinate the recruitment process of Consultants/Experts to be engaged in the project activities including the preparation of Terms of references, call for applications, evaluation of applications and contract preparation;
- In Cooperation and collaboration with project partners and stakeholders, plan, prepare, coordinate and organize Project Steering Committee (PSC), Regional workshops and Meetings and assure the Secretariat of these meetings;
- Attend meetings, conferences, workshops and seminars on behalf of the BCRC-SCRC Senegal;
- Ensure the achievement of all deliverables and project goals within the allocated time and resources;
- Provide day-to-day management and coordination of project activities, including the development of terms of reference for subcontracts, working groups and national experts;
- Provide advice and issue essential opinions on the technical aspects of the project;
- Monitor and advise on all aspects of project implementation, as well as disbursements throughout the project execution;
- Monitor the disbursement of funds and the status of co-financing;
- Perform any other functions and responsibilities related to this role and the project;
- Perform any other related activities that may be submitted to you.

The Project Coordinator is expected to take ownership of all responsibilities and honors commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the project execution team unit, where applicable.

The Project Coordinator is also expected to conduct work virtually from their own location, utilizing their own resources and facilities as required.

Education and Experience

- Advanced university degree (Master's degree or equivalent) in Administration, International affairs, Environmental Management, Environmental Engineering, Environmental or natural Sciences, Environmental Law, Chemistry, Chemical or Analytical Engineering or related field;
- A minimum of seven (7) years of progressively responsible professional work experience in the field of chemicals and waste management and monitoring, including field assessments and work on environmental management policies;
- Knowledge of the objectives and obligations under Stockholm and Minamata Conventions and practical experience in the implementation of these multilateral environmental agreements MEAs;
- Experience in coordinating multi-stakeholder Project/activities/groups to meet a common objective in the sustainable management of chemicals and waste field and particularly in the Africa region;
- Experience implementing environmental awareness communication and Gender plans;
- Experience of working with international organizations such as the Global Environment Facility and UN agencies, and Knowledge of GEF and UNEP procedures and documents would be an asset;
- experience in writing comprehensive reports, scientific and policy documentation;
- Ability to draft, edit and prepare clear correspondence and briefings, written reports and present the findings of the study;
- Excellent interpersonal skills and ability to communicate effectively orally and in writing;
- Advanced computer knowledge, data handling and software skills.

Languages

Written and spoken fluently in French and English is required.

Travel requirements

The Project Coordinator must be willing to frequently travel abroad.

Performance criteria and standards

The performance will be evaluated based on the incumbent's ability to carry out all assigned tasks and responsibilities in accordance with quality standards and within the prescribed timeframes.

Selection method

The candidate will be selected throughout an open competitive process.

The short-listed applicants will be asked for at least three references during the later stages of the selection process.