



## **TERMS OF REFERENCE**

### **PROGRAM ADVISOR – ENVIRONMENT**

**Line Manager:** Head Knowledge Management

**Department:** Knowledge management

#### **GENERAL OVERVIEW:**

The Musika Knowledge Management Team are responsible for the management of all of Musika's interventions within their area of responsibility, whether geographical or sector-based. The Program Advisor-Environment will be the subject matter expert on areas such as natural resource management, climate resilience/adaptation, biodiversity, sustainability and inclusive economic growth. The PAE will work closely with the Heads of Programs, Program Advisors and various teams within Musika, such as the Knowledge Management (KM) and Technical Teams, to lead on the design and implementation of environment and climate programming within Musika. The PAE will provide programmatic and technical support for project design as well as support capacity building of Program Advisors to better understand and design environment and climate programming to maximum potential in line with the M4P approach adopted by Musika.

The specific responsibilities of the **Program Advisor – Environment** are as follows:

#### **1) MUSIKA REPRESENTATION**

- To represent Musika in all aspects of its work and in doing so promote and maintain the corporate image of Musika of professionalism, effectiveness, integrity and independence.
- To develop and maintain professional and institutional relationships with all key stakeholders (public, private and non-governmental) promoting environmental conservation and protection and climate change integration and in doing so, create a platform for sharing information for the betterment of the market in general. It is important to note, however, that proprietary information given by clients in confidence remains as such, and it is the responsibility of the Program Advisor to be aware of what information is and is not suitable for public dissemination.
- To ensure, through teamwork, close collaboration and outward messaging, an organisational coherence whereby all of Musika's activities, regardless of project positioning or funding stream, are, and are seen to be, part of a single operational strategy implemented by Musika

## **SPECIFIC ENVIRONMENT FUNCTIONS**

- To take responsibility for undertaking and coordinating the collection, collation, management and dissemination of all Environmental and Climate change Research and assessments. To review interventions and suggest improvements for incorporating environmental accountability in all assessments.
  - Support the operations team as they explore and identify new commercial partners with high potential to integrate and/ or promote climate change strategies aimed at promoting environmental conservation and protection in their business models and processes.
  - Provide evidence-based guidance and thought leadership for integration of environment and climate in all Market Systems Analyses (MSA) undertaken by the technical team, throughout the processes (ToRs, tools, data collection, monitoring-reporting-learning, final report, training/capacity development, dialogue)
  - To generate and maintain an information base on all relevant environmental literature, insights, activities and results
  - To have a dialogue with MUSIKA's management on environmental and climate change opportunities, risks and challenges, prioritisation of MUSIKA's environmental integration work, how to establish an effective and relevant system supporting and advancing MUSIKA's environmental integration efforts, and be responsible for implementing it.
  - Based on environment strategy develop an implementation plan that identifies risks, opportunities and entry points for integrating environment and climate change in all value chains
  - To take lead and factor in environmental stewardship, climate change, adaptation and mitigation including biodiversity whenever applicable, during the intervention design stage
  - To lead in the ideation and innovation, opportunity identification and intervention generation process for integrating environment, climate change and biodiversity in the value chains.
  - Identify and propose realistic and feasible level of environment and climate change integration for all identified market system interventions. This will be undertaken jointly within the Knowledge Management team and other relevant Program Advisors.
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- Review proposals developed by the technical team and recommend to the grants evaluation committee if relevant environment and climate change considerations have been adequately taken into account in the intervention design.
  - To backstop and provide appropriate support to the technical team and partners to enhance ownership of environment and climate change integration efforts
  - To Seek and explore opportunities for collaboration and/ or synergies with other actors promoting environment and climate change integration

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<sup>1</sup> Musika always includes climate change (adaptation, conservation and mitigation) and biodiversity in the "environment" concept.

- Design, develop and promote learning tools and knowledge products for Musika staff, consultants, and partners to strengthen activities and align with sector evidence and best practices
- Train Musika staff, consultants and partners in environmental conservation and protection, and inform about the environmental audit tools and ensure staff participation in audits and management of the follow-up and corrective action processes.
- Lead the promotion and strengthening of the individual interventions and ultimately all identified value chains in contributing to Musika's ambition of environmental stewardship and climate change resilience, and biodiversity.
- Provide evidence-based guidance and thought leadership for integration of environment and climate in the design of project ideas, concept notes and proposals.
- To prepare and coordinate timely and comprehensive environment and climate change reports, assessments and feedback as required by the Knowledge Management Team.
- To manage an information system that tracks progress relating to Musika's environment and climate change indicators as specified by the Knowledge Management Team
- Develop and review relevant environment and climate change indicators for inclusion in the overall results framework
- To continually share information and insights regarding developments relating to environment and climate change with the technical team in line with Musika's intentions to maintain a comprehensive level of environment and climate change information within the company. This information can be used to guide future strategies and interventions, allowing Musika to respond quickly to changing market and social dynamics
- Keeping abreast of latest environment guidance and regulations to maintain up-to date policy changes
- Collaborate with Technical and KM Team on the development of proposals and concept notes for a variety of donors, including carrying-out initial environmental analysis, provide guidance on concept design and writing/editing sections of concept notes/proposals when required
- Participate in the development of workplans and budgets
- Contribute to the regular and continuous reporting on the activities undertaken within the value chains

## **2) ADMINISTRATIVE MANAGEMENT**

- To manage and maintain company equipment and offices in line with company policies and procedures.
- To adhere to the policies and procedures of the company

## **3) ANY OTHER DUTIES THAT MAY BE ASSIGNED FROM TIME TO TIME**

#### 4) Qualifications and Attributes

- Minimum of a bachelor's degree in environmental or climate studies, or similar relevant field of study
- Four (4) years' of professional experience in working in environment and/or climate sectors, including designing and implementing programs/projects (e.g., to design, conduct, and apply indicators on environment and climate change in agricultural markets), providing technical assistance and promoting knowledge-sharing and learning
- Good understanding of sustainable agricultural practices, safeguards, environmental and social impact assessments, and how to address environmental risks<sup>2</sup> related to agriculture and agricultural markets
- Proven ability in building organizational and individual capacity in environment and climate action through support, coaching, mentoring and training initiatives, either independently, or as part of a team and designing and implementing participatory learning/knowledge management tools and processes
- Ability to write clearly and coherently and articulate complex issues Strong capacity for critical thinking, reflection, and learning and a proven ability to facilitate and contribute to environment/climate related programmatic discussions
- Ability to manage complex and demanding workload, to set own priorities, and work with minimal supervision
- Committed team player who can build effective working relationships across teams in different cultural contexts and inspire innovative thinking
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)
- Ability to plan, organize, negotiate, and direct teamwork
- Ability to build capacity, train and inspire others to integrate environment and climate change
- Good communication skills – both oral and written
- Good interpersonal skills and ability to work in rural settings when necessary
- Ability to multi-task
- A good understanding of the market system development approach is an added advantage

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<sup>2</sup> Both risks of negative impact on the environment as a result of agricultural practices, and risks that environmental degradation and/or climate change impacts on the organisation's ability to attain its goals.