



Centre for Environment and Development
for the Arab Region and Europe

Terms of Reference – Projects Manager

Position Title:	Projects Manager
Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Duty Station:	Cairo, Egypt (with travel to governorates as required)
Contract Type:	Full-time, 12-month fixed-term (with possibility of extension)

1. Background

The Centre for Environment and Development for the Arab Region and Europe (CEDARE) is an international inter-governmental Organization with diplomatic status established to promote sustainable development, natural resource management, and environmental stewardship across the Arab Region and Europe. CEDARE implements multi-sectoral projects that advance inclusive growth, strengthen resilience, and promote sustainable resource use.

To support the effective delivery of ongoing initiatives, CEDARE is seeking a highly qualified Project Manager to oversee two implementation projects. The role requires significant expertise in microfinance, rural development, and gender mainstreaming, with proven experience in managing donor-funded projects.

The first project is “**Al-Murunah**” which focuses on **Nature-Based Solutions for climate resilience and water security**, with its final phase dedicated to empowering women in Beheira Governorate through microfinance initiatives. These initiatives primarily support agri-businesses, recycling, and related activities. The second project is “**Smart Villages**” which aims at the economic empowerment of local communities by promoting **climate-smart agriculture and innovative technologies**. It also works to strengthen the capacities of Ministry of Agriculture extension engineers in using mobile applications to guide farmers effectively.

2. Position Overview

The **Project Manager** will provide strategic and operational leadership for two multi-stakeholder projects, ensuring delivery within scope, budget, and timeframe. The incumbent will be responsible for planning, implementation, monitoring, evaluation, and reporting. A key aspect of this role is to integrate microfinance solutions, promote climate-resilient and nature-based practices, and ensure gender equality and social inclusion throughout the project cycle.

This is a mid-level position requiring at least 7 years of progressive experience in development project management, including staff supervision, donor engagement, and strategic leadership.



3. Key Duties and Responsibilities

A. Strategic Project Management

- Provide overall leadership, direction, and accountability for the assigned two projects, ensuring alignment with CEDARE's strategic priorities and donor requirements.
- Lead project design reviews, risk assessments, and adaptive management strategies to ensure effective implementation.
- Act as a key liaison with donors, partners, and government counterparts.
- Ensure projects are delivered on time, within budget, and with demonstrable impact.

B. Planning and Implementation

- Develop comprehensive project work plans, budgets, and logical frameworks, ensuring feasibility and sustainability.
- Oversee the roll-out of activities, ensuring adherence to technical quality standards and international best practices.
- Manage project teams and consultants, providing mentorship, and performance oversight.

C. Financial and Administrative Oversight

- Oversee financial planning, budget control, and compliance with donor and CEDARE regulations.
- Ensure accurate financial reporting, forecasting, and accountability mechanisms.
- Optimize the use of resources while maintaining transparency and efficiency.

D. Technical Leadership (Microfinance & Gender Mainstreaming)

- Design and implement microfinance and financial inclusion interventions to empower rural communities, particularly women and youth.
- Promote sustainable, climate-smart agricultural and water security practices.
- Ensure gender and social inclusion are fully integrated into project design, delivery, monitoring, and evaluation.
- Monitor gender-sensitive indicators and adjust interventions accordingly.

E. Monitoring, Evaluation, and Learning

- Oversee and guide the Monitoring & Evaluation (M&E) framework, ensuring systematic tracking of project progress against key performance indicators (KPIs).
- Ensure data-driven decision-making through analysis, reporting, and adaptive management.
- Document lessons learned, best practices, and success stories to inform policy dialogue and future programming.



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F. Reporting and Communication

- Prepare high-quality technical and financial reports for donors and CEDARE management, ensuring accuracy and evidence-based results.
- Disseminate findings and results through reports, briefs, and presentations.

G. Contribution to CEDARE's Institutional Mandate

- Contribute to CEDARE's annual work plan, thematic research, and knowledge products.
- Support resource mobilization by drafting proposals, concept notes, and partnership frameworks.
- Represent CEDARE in external forums, conferences, and workshops.
- Perform any other tasks as assigned by CEDARE management.

4. Qualifications and Experience

- University degree (Master's or higher is a plus) in Economics, Development Studies, Social Sciences, Microfinance, or related fields.
- At least 7 years of progressively responsible experience in managing development projects or project components, preferably in rural development, microfinance, and gender-responsive programming.
- Proven experience in leading multi-disciplinary teams and managing donor-funded projects (experience with international donors is essential).
- Strong expertise in:
 - Microfinance and financial inclusion (design, implementation, and evaluation).
 - Gender mainstreaming and women's economic empowerment.
 - Climate-resilient agricultural and water management practices (desirable).
- Demonstrated ability in supervision of financial administration, including budgeting, forecasting, and compliance.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Strong research, analytical, and report-writing skills.
- Fluency in English and Arabic (written and spoken) is required.
- Age should not exceed 40 years.

5. Application Procedure

Interested candidates should submit the following documents by email with the subject line: **"Application for Project Manager – CEDARE"**:

1. A detailed Curriculum Vitae (CV).
2. A cover letter outlining relevant experience and suitability for the role.
3. Names and contact details of three professional references.



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4. **“The deadline for applications is Saturday, 27 September 2025 at 5:00 PM (Cairo local time).”**