TERMS OF REFERENCE

Projects Manager

Biodiversity & Livelihoods Portfolio

Sudanese Development Initiative (SUDIA) · Mohamed Qol, DBMNP, Red Sea State · 27 September 2026

Background

SUDIA seeks a Projects Manager to lead its biodiversity and livelihoods portfolio from its permanent field office at Mohamed Qol, inside Dungonab Bay and Mukkawar Island Marine National Park (DBMNP), Red Sea State.

The Sudanese Development Initiative (SUDIA) is a Sudanese NGO founded in 1996, registered with the Humanitarian Aid Commission and an IUCN member. Its mission is to promote safe and dignified lives in harmony with nature by addressing the root causes of fragility and insecurity. Under its 2026–2030 Strategic Framework, SUDIA's work at DBMNP — the Red Sea's only natural UNESCO World Heritage Site — strengthens Marine Protected Area governance and biodiversity conservation while building diversified, equitable livelihoods for resource-dependent coastal communities.

SUDIA implements several concurrent projects in and around DBMNP, funded by UN agencies, multilateral funds and conservation foundations. These span community-based tourism, community grant mechanisms, women's productive enterprises, marine enforcement support, and conservation infrastructure.

Position summary

ITEM	DETAIL
Position title	Projects Manager — Biodiversity & Livelihoods Portfolio
Duty station	SUDIA field office, Mohamed Qol, DBMNP, Red Sea State (resident, full-time)
Reports to	Executive Director, SUDIA
Supervises	MPA-based field team: Field Officer(s), CBT Operator, admin/guard staff, and field-level consultants and implementing firms
Contract type	Full-time, 12 months, renewable subject to performance and funding
Probation	3 months
Remuneration	USD 1,000 per month (gross), paid in SDG at the prevailing UNOPS operational rate of exchange on the payment date
Eligibility	Sudanese citizens only
Languages	Fully bilingual Arabic and English; very strong written and spoken English required

ITEM	DETAIL
Expected start	October 2026

Purpose of the position

The Projects Manager ensures that the SUDIA projects at DBMNP are delivered on time, within budget, in line with donor agreements, and in a way that communities trust.

The role combines four functions: portfolio delivery across multiple donor-funded projects; field-level financial and procurement control; management of the MPA-based team and service providers; and day-to-day relations with the two park communities, the Wildlife Conservation Forces and other local authorities. The post-holder is SUDIA's senior on-site representative and the Executive Director's principal counterpart for field operations.

Duties and responsibilities

1. Portfolio planning and delivery

- Translate each project's approved workplan, budget and results framework into quarterly and monthly field plans.
- Coordinate delivery across concurrent projects so that shared staff, vehicles, boats and facilities are scheduled without conflict or double-charging.
- Track activity progress against milestones; flag slippage early to the Executive Director with a proposed corrective action.
- Manage sequencing dependencies between activities (for example, community governance structures in place before grants or equipment are released).
- Apply adaptive management: document changes in context, propose revisions, and keep donor-approved changes on record.

2. Financial management and compliance

- Monitor field spending against each project's approved budget lines; prevent overspending or charging to frozen or unapproved lines.
- Initiate payment requests with full budget classification (project, output, activity and budget line) so each transaction can be coded correctly in SUDIA's accounting system.
- Comply with SUDIA's financial procedures, including the approval chain and dual Board signature for disbursements; no payment without complete supporting documents.
- Collect, verify and submit receipts, attendance sheets, DSA claims and other supporting documents to the finance team on time.
- Keep field cash, fuel logs and asset records in auditable order; support donor spot-checks, audits and HACT assurance activities.
- Record institutional costs that support donor projects (staff time, vehicle use, field-office running costs) so SUDIA can document its co-financing contribution.

3. Procurement, assets and field infrastructure

- Prepare specifications and obtain competitive quotations for goods, works and services in line with SUDIA's procurement procedures.
- Conduct or supervise pre-purchase and pre-delivery inspections of equipment, vessels and installations.
- Maintain the asset register for all project equipment at the field office, including issue, return, maintenance and loss records.

- Oversee the operation and maintenance of the field office, off-grid solar systems, vessels and vehicles, with safe-use protocols in place.

4. Team and service-provider management

- Line-manage the MPA-based team: set work plans, approve timesheets and leave, conduct performance reviews, and support staff development.
- Supervise field consultants and implementing firms against their ToRs or contracts; certify deliverables before payment is released.
- Hold regular field-team meetings and maintain clear task allocation across projects.

5. Community engagement and partnerships

- Serve as SUDIA's principal on-site interlocutor with community leaders, committees, women's groups and fisher organisations in Mohamed Qol and Dungonab.
- Coordinate with the Wildlife Conservation Forces (park management authority), Marine Fisheries Administration, locality and state authorities, and other partners working in DBMNP.
- Draft and negotiate community agreements, charters and memoranda for Executive Director signature.
- Facilitate community consultations, workshops and feedback sessions in Arabic, ensuring inclusive participation of women and youth.
- Operate a simple community feedback and complaints mechanism and act on issues raised.

6. Monitoring, evaluation, learning and reporting

- Maintain each project's indicator tracking, with baselines, targets, actuals and means of verification.
- Draft monthly field updates for the Executive Director and contribute narrative sections to donor progress and final reports, using results-based management language.
- Ensure reported results are backed by evidence and match posted expenditure.
- Support baseline, midline and endline surveys, and document lessons and case studies for SUDIA communications.

7. Safeguarding, conflict sensitivity and security

- Apply a do-no-harm, conflict-sensitive approach to all field activities, including community selection, grant allocation and hiring.
- Uphold SUDIA's safeguarding, PSEA and code-of-conduct policies; report concerns through the designated channels.
- Monitor the security and access situation in the MPA and Red Sea State; maintain field security and marine safety procedures and report incidents promptly.
- Ensure activities respect park regulations, no-take zones and environmental safeguards.

8. Resource mobilisation and representation

- Contribute field insight, data and costing to new proposals and concept notes.
- Represent SUDIA in field-level coordination meetings and donor or partner visits to DBMNP, as delegated by the Executive Director.
- Perform other related duties as reasonably assigned by the Executive Director.

Key performance expectations

Performance is reviewed at the end of probation and quarterly thereafter against these measures.

AREA	EXPECTATION
Delivery	Activities delivered per approved workplans; slippage flagged within 2 weeks with a corrective plan
Budget control	No overspend or charges to unapproved lines across any project
Documentation	Complete supporting documents for every payment submitted to finance within 5 working days of the transaction
Reporting	Monthly field update to the Executive Director by the 5th of each month; donor report inputs by internal deadlines
Assets	Asset register current and reconciled quarterly
Team	Work plans and performance reviews in place for all supervised staff
Community relations	Feedback mechanism active; issues logged and acted on
Safety and safeguarding	Zero unreported incidents; safety and safeguarding procedures followed

Qualifications and competencies

Education

- Bachelor's degree in natural resource management, marine or environmental science, development studies, economics, business administration or a related field.
- A Master's degree in a relevant field is an asset.

Experience

- At least 5 years of progressively responsible experience managing donor-funded development, livelihoods or conservation projects in Sudan, including at least 2 years in a field-based management role.
- Demonstrated experience managing budgets, procurement and financial documentation under UN agency or international donor rules.
- Experience supervising staff and contractors in remote field settings.
- Proven community facilitation experience, including work with women's groups and rural or coastal communities.
- Experience with community-based tourism, marine protected areas, fisheries or small-enterprise development is a strong asset.
- Familiarity with results-based management, HACT and donor reporting formats is an asset.

Languages

- Fully bilingual in Arabic and English.
- Very strong written English is essential: the post-holder drafts reports, budgets and correspondence for international donors.
- Knowledge of Bedawiet (To Bedawie) is a strong asset.

Skills and competencies

- Strong planning and organisational skills; able to manage several projects and donors at once.
- Sound financial literacy; comfortable with budgets, spreadsheets and variance tracking.
- Proficiency in Microsoft Office or equivalent; experience with cloud accounting or project management tools is an asset.
- Conflict sensitivity and cultural awareness in Red Sea State's social context.
- Integrity, discretion and a firm commitment to accountability and safeguarding.

- Able to work independently with limited supervision, and to solve problems practically.

Other requirements

- Sudanese citizenship.
- Willing to live full-time at Mohamed Qol under field conditions.
- Able to travel by road and by boat within DBMNP and to Port Sudan.
- Swimming ability and a valid driving license are assets.

Working conditions

The post is resident at SUDIA's field office in Mohamed Qol, a remote coastal village inside DBMNP, with periodic travel to Port Sudan.

- Field conditions: high heat for much of the year, off-grid solar power, and limited connectivity and services.
- Working hours follow SUDIA's HR policy; field schedules may include weekend work during community events and the tourist season (October–April), compensated per policy.
- Official travel outside Mohamed Qol is covered under the relevant project budget and SUDIA's travel and DSA rules.
- The post-holder must follow SUDIA's security, marine safety, safeguarding and code-of-conduct policies at all times.
- Other entitlements (leave, accommodation, health cover) are per SUDIA's HR policy and the employment contract.

Application process

Interested Sudanese candidates should send the following, in English, to the address below by the closing date.

1. A cover letter (maximum 2 pages) explaining their fit for the role and availability to relocate to Mohamed Qol.
2. An up-to-date CV.
3. Contact details for three professional referees, including at least one former line manager.
4. One English-language writing sample, such as a report or proposal section they authored.

> **HOW TO APPLY**
> **Email: contact@sudia.org**
> **Subject line:** Projects Manager — Mohamed Qol
> **Closing date: 15 October 2026**

Only shortlisted candidates will be contacted. Shortlisted candidates may be asked to complete a written test and an interview in Arabic and English. SUDIA is an equal-opportunity employer and strongly encourages applications from women and from candidates from Red Sea State.