

CONTRACT
Associated Services

This contract is made -----, September 2017 Between the Grenada Organic Agriculture Movement (GOAM), having its principal business at Upper Depradine Street, Gouyave, St. John, Grenada (herein called “the GOAM ” and {Name of Project manager} herein called the Project Manager

And Whereas GOAM has received funding from KfW German Development Bank through the Caribbean Community Climate Change Centre toward the cost of the project titled “Community Protection for Climate Change Adaptation in Small Island States in the Caribbean”

And Whereas GOAM is desirous of obtaining the services of a Project manager who will be responsible for the day-to-day management and implementation of the project Community-led Ecosystem Management for Climate Change Adaptation in Selected Marine and Terrestrial areas in Grenada;

Whereas, the Project Manager has represented that he or she is qualified to render effectively and efficiency the required services, set out in Annex 1 under this Agreement

NOW THEREFORE THE PARTIES hereby agree as follows

1. Nature of Services	Under the direction of Dr. Dunstan Campbell, President of GOAM, the Project Manager shall perform the services as outlined in Annex 1 “Terms of Reference and Scope of Services” which is made an integral part of this Contract (“the Services”)
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<p>2. Term</p>	<p>The Project Manager shall perform the Services during the period commencing ----, ----- 2017 and continuing through -----, ----- 2018 or any other period as may be subsequently agreed by the parties in writing</p>
<p>3. Emoluments</p>	<p>A. Ceiling The Project Manager will receive a total of Thirty nine thousand five hundred and seventy seven (USD\$39577) over a period of nineteen months (19) months</p> <p>B. Schedule of Payments In consideration of the services performed under this Agreement, the GOAM agrees to pay the Project Manager a professional fee of TWO THOUSAND AND EIGHTY-THREE (USD\$2083) per month for seventeen (19) months</p> <p>C. Payment Conditions Payment shall be made in Eastern Caribbean Dollars, no later than 30 days following submission by the Project Manager of invoices in duplicate to the GOAM</p>
<p>4. Performance Standards</p>	<p>The Project Manager undertakes to perform the Services with the highest standards of professional and ethical competence and integrity</p>
<p>5. Confidentiality</p>	<p>The Project Manager shall not, during the term of this Contract and within two years after its expiration, disclose</p>

	<p>any proprietary or confidential information relating to the Services, this Contract GOAM's or the CCCCC business or operations without the prior written consent of the agencies</p>
<p>6. Project Administration</p>	<p>Coordinator The GOAM designates Dr. Dunstan Campbell as the Coordinator for the Contract. The Coordinator will be responsible for the coordination of the activities under this contract and for the receipt and acceptance of all reports as set out in Annex 11 of the Contract</p>
<p>7. Leave Entitlement</p>	<p>All leave shall be in accordance with the Labour Laws of Grenada and shall be approved by Dr. Dunstan Campbell, President, GOAM</p>
<p>8. Notice of Termination</p>	<p>Termination of this Agreement shall be effected by thirty (30) days' notice in writing by either party. In the event that this Agreement is terminated prior to its due date of expiration, the Project Manager shall be compensated on a pro-rata basis based on the actual amount of work performed to the satisfaction of Dr. Dunstan Campbell, President, GOAM</p>
<p>9. Conflict of Interest</p>	<p>The Project Manager (a) Represents and warrants the he/she individually, or as a member of a firm, has not been previously contracted by the CCCCC to supply goods or execute works or provide services (other than the Services) for a project that has originated the</p>

	<p>Services or is closely related to them</p> <p>(b) Agrees that, during the term of this Contract and after its termination, the Project Manager and any entity affiliated with the Project Manager, shall be disqualified from providing goods, works or services (other than the Services and continuation thereof) for any project resulting from or closely related to the Services</p> <p>(c) Agrees that, during the term of this Contract not to enter into any other contract for the provision of services that, by its nature, may be in conflict with the Services assigned to the Project Manager</p> <p>(d) Represents and warrants that he/she does not have a business or family relationship with a member of the CCCCC's staff or with GOAM who are directly or indirectly involved in any part of:</p> <ol style="list-style-type: none"> (1) The preparation of the TOR of the Contract (2) The selection process for such Contract, or (3) Supervision of such Contract, unless the conflict stemming from this relationship has been resolved in an acceptable manner
<p>10. Unpublished</p>	<p>The Project Manager shall not</p>

Information	communicate to any person or other entity any unpublished information made known to him by GOAM in the course of the performance of his/her obligation under the terms of this agreement, except for prior written consent by the CCCCC and GOAM
11.Liability	No liability shall be attached to the GOAM for any negligence, omission or default on the part of the Project Manager or for any act or omission by the Project Manager in the performance of the Agreement
12. Rights and obligations	The rights and obligations of the Project Management are strictly limited to the terms and conditions of this Agreement. Accordingly, he/she shall not be entitled to any benefit, payments, subsidy, compensation, entitlement or other expenses except as expressly provided in this Agreement
13. Indemnity	The Project Manager agrees to indemnify the GOAM against any loss, damage or claims arising against the GOAM as a result of the actions of the Project Manager under the Contract
14. Assignment	The Project Manager shall not assign this Contract or sub-contract any portion of it without the GOAM prior written consent
15. Termination of Contract	Without constituting a breach of contract by either party, the present contract may be terminated for the following reasons. (a) agreement between both parties, and (b) force majeure that may disable the fulfilment of the obligations by or of

	<p>the parties, if written notice is sent fifteen days beforehand, In this event, the relationship will be settled and the Project Manager paid for services rendered up to the date of submission of the written justification</p>
<p>16. Laws Governing Contract and Language</p>	<p>The Contract shall be governed by the laws of Grenada and the language of the Contract shall be in English</p>
<p>17. Dispute Resolution</p>	<p>Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to the adjudication/arbitration in accordance with the laws of Grenada</p>

In Witness whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Grenada on the day, month and year indicated above.

For GOAM

For: Project President

Name: Dr. Dunstan Campbell

Name:

Title: President; GOAM

Signature

Signature

Date: _____

Date

Witness: _____

Witness

Annex 1

Grenada Organic Agriculture Movement Terms of Reference - Project Manager

1. Position Information

Project Title:	Community-based Coastal Ecosystem Management for Climate Adaptation in Selected Areas of Grenada
Procurement Id	AS7
Job Title:	Project Manager
Duration of Employment:	19 months
Expected start date of Assignment	September 2017
Working Nature:	Full-time Assignment
Working Hours:	40 Hours a Week
Duty Station:	Forestry Department
Supervisor:	Grenada Organic Agriculture Movement

2. Background Information

The German Ministry for Economic Cooperation and Development (BMZ) is supporting the Caribbean Community (CARICOM) through a €12.9 million Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean project over the next 5 years. The Project seeks to pursue the implementation of local adaptation measures for the sustainable improvement of coastal ecosystems relevant for climate change adaptation in Grenada, Jamaica, Saint Lucia, and St. Vincent and the Grenadines. The design of the Project is based on an agreement made between KfW (the German Development Bank) and the Caribbean Community Climate Change Centre (CCCC) through the CARICOM Secretariat. The Project shall follow a bottom-up approach in which governmental and non-governmental institutions in participating countries can apply with proposals to pursue Local Adaptation Measures. The Local Adaptation Measures will be prepared by the participating organizations with support from the CCCCC.

3. Project Overview

In an effort to improve adaptation to climate change, Grenada as a member of the Small Island Developing States (SIDS) became instrumental in the establishment of the Caribbean Challenge Initiative (CCI) and pledged to protect at least 20% of its near-shore marine and coastal environment by 2020. Grenada has also produced and is in the process of implementing a number of policy directives and projects directed towards increasing resilience to climate change, including: Grenada Strategic Program for Climate Resilience (SPCR)¹; National

¹ Pilot Program for Climate Resilience (PPCR), 2011. Grenada Strategic Program for Climate Resilience (SPCR).

Climate Change Policy and Action Plan²; Grenada National Water Policy³; and Grenada Coastal Zone Management Policy⁴.

The Grenada Organic Agriculture Movement CCCCC's project is highly relevant to the regional climate change context as it aligns itself closely with Strategic Element 4 of *CARICOM's Regional Framework for Achieving Development Resilient to Climate Change*, which speaks to “encouraging action to reduce the vulnerability of natural and human systems in CARICOM countries to the impacts of a changing climate”. The proposed project outputs would work towards operationalizing the strategic elements of the “Regional Framework for Achieving Developmental Resilience to Climate Change”. More specifically, the construction of a low emission charcoal kiln would promote actions to reduce greenhouse gas emission through the use of a cleaner energy source and switching from the use of mangroves as a fuel source. The establishment of the interpretation centres and boardwalk, along with the restorative work of the mangrove restoration projects would “promote actions to derive social, economic and environmental benefits through the prudent management of standing forests”. The creation of a coral nursery/SCUBA Diving centre would facilitate the implementation of the coral reef restoration program which would repopulate degraded reefs, thereby, promoting “the implementation of specific adaptation measure to address key vulnerabilities” such as storm surge and sea level rise. The successful implementation of this project would result in significant improvement in the both ecosystem and human resilience to the projected impacts of climate change, including elevated sea surface temperature, sea level rise, changing rainfall pattern and tropical cyclones (Nurse et al., 2014)⁵. This project will be implemented along Grenada's west coast, with interventions in the adjacent watersheds in which identified pollution hazard ‘hot spots’ include nutrients from fertilizers associated with agriculture and livestock farming activities by private owners. The proposed project therefore represents another effort to manage Grenada's coastal resources in an effort to increase resilience to climate change, and is closely aligned with the above referenced national policies and sectoral priorities.

4. General Objectives

4.1 Role of Project Manager

The Project Manager will be responsible for the day-to-day management and implementation of the Project, including all substantive and administrative matters.

4.2 Functions of Project Manager

- a. Manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities.

² Government of Grenada (GoG), 2007. Grenada National Climate Change Policy and Action Plan 2007-2011.

³ Government of Grenada (GoG), 2007. National Water Policy.

⁴ Government of Grenada (GoG), 2016. Integrated Coastal Zone Management Policy for Grenada, Carriacou and Petit Martinique

⁵ Nurse, L.A., R.F. McLean, J. Agard, L.P. Briguglio, V. Duvat-Magnan, N. Pelesikoti, E. Tompkins, and A. Webb, 2014. Small islands. In: *Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part B: Regional Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change* [Barros, V.R., C.B. Field, D.J. Dokken, M.D. Mastrandrea, K.J. Mach, T.E. Bilir, M. Chatterjee, K.L. Ebi, Y.O. Estrada, R.C. Genova, B. Girma, E.S. Kissel, A.N. Levy, S. MacCracken, P.R. Mastrandrea, and L.L. White (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, pp. 1613-1654.

- b. Manage day-to-day project implementation and overall coordination of project outcomes.
- c. Ensure supervision of the Project personnel and ensure effective communication and coordination between the Project offices (GOAM) and the Caribbean Community Climate Change Centre (CCCCC) Country office in Belize.
- d. Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
- e. Identify any support and advice required for the management, planning and control of the Project.
- f. Ensure timely preparation and compilation of the Project Annual/Quarterly Work Plans and Progress/Final substantial and financial reports and its submission to GOAM and the CCCCC as appropriate.
- g. Prepare monthly reports for the GOAM on key project activities, issues and required action points. Prepare the project semi-annual progress reports (progress against planned activities, update on risks and issues, expenditures), annual review report and final review reports, and submit them to GOAM as appropriate.
- h. Plan, organize and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports.
- i. Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
- j. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives. Mobilize goods and services to initiate activities, including drafting TORs and work specifications.
- k. Assist in development of the gender mainstreaming strategy and ensure the mainstreaming of gender into all project activities.
- l. Manage Project administrative and security related activities, monitor financial resources and accounting to ensure accuracy and reliability of financial reports.
- m. Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective project staff. Ensure efficient HR management, conduct regular performance appraisal exercises for Project staff.
- n. Ensure proper professional relationships with community leaders, local NGOs and other Community Based Organizations (as Women associations, Youth associations, etc).

- o. Establish and maintain relationships and act as the key focal point with the Chair Implementation Committee to ensure that all programming, financial and administrative matters related to the Project are transparently, expediently and effectively managed, in line with established CCCCC Rules and Regulations.
- p. Ensure establishment and maintenance of proper electronic and paper filing systems.
- q. Perform other duties that may be required by GOAM and Implementation Committee.

5. Qualification and Experience

All candidates for Project Manager must provide evidence of the following skills and abilities:

- a. Minimum of a master's degree in the fields of environmental management, conservation, natural resources management, business administration, public administration or any other related field from a recognized university.
- b. Minimum of 7 years' experience, with at least 5 years of experience at senior management level.
- c. Demonstrated skill, experience and success in project management with regional and international donor agencies, foundations, and corporations.
- d. Excellent interpersonal and communications skills, and experience working with groups and organizations, governmental and non-governmental.
- e. Experience in working with international aid and development agencies, foundations and corporations will be of the greatest importance.
- f. Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly.
- g. Exemplary verbal and written skills in English.
- h. Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources.
- i. Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.
- j. Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues and protected area management activities.
- k. Be proficient in Microsoft Office Suite of applications.

6. Remuneration Package

Compensation will be a maximum of US\$39,577 and shall be commensurate with qualification and experience

7. Reporting

The successful applicant will report to the Chair Implementation Committee President, GOAM

8. Criteria for Responsivity

All suitably qualified persons are invited to apply to this exciting opportunity. The GOAM invites interested persons to submit their expression of interest covering the points outlined in the ToR and accompanied by the following application documents:

- a. Letter of motivation outlining motivation and how your experience, skills, qualifications and professional networks fit with the required job description;
- b. Curriculum vitae or Résumé with full details of experience, achievements, qualifications; and
- c. Contact details of three references

A, B and C above are considered the criteria for responsivity and any omission or failure to submit any one of the documents above will result in candidates' CVs not being evaluated.

9. Evaluation and Contract Award

#	Description	Weighting
Minimum Technical Score – 80 points		
A	1. Minimum of a master's degree in the fields of environmental management, conservation, natural resources management, business administration, public administration or any other related field from a recognized university.	30
B	Minimum of 7 years' experience, with at least 5 years of experience at senior management level.	35
C	Demonstrated skills, experience and success in project management with regional; and international donor agencies, foundations, and corporations.	5
D	Excellent interpersonal and communication skills, and experience working with community groups and organisations, governmental and non-governmental.	3

E	Experience in working with international aid and development agencies, foundations and corporations will be of the greatest importance	2
F	Familiarity (or the ability to quickly achieve familiarity) with biodiversity conversation issues, ecosystem based adaptations, and protected area management activities	5
G	Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities and communicate goals and objectives clearly	5
H	Exemplary verbal and written skills in English and be proficient in Microsoft Office Suite of applications	5
I	Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources	5
J	Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto	3
K	Be proficient in Microsoft Office Suite of applications	2
	Total	100

The three applications with the highest scores will be invited to an interview to determine the applicant knowledge and skills relevant to the offer and his or her overall connectivity to the project. Persons not reaching the final three will be informed in writing.

The successful applicant will be invited to negotiate the remunerative package and conditions of work and an offer will be given to the applicant in writing.

10 Application Submission Procedure

In order to participate in this call please submit your detailed expression of interest to the following no later than 18 August 2017:

Dr. Dunstan Campbell
President GOAM
Upper Depradine Street
Gouyave
Grenada

Tel (c) – 405 7029
E-mail – goamgrenada@gmail.com

Annex 11

Deliverables

- 1 Ensure timely preparation and compilation of the Project Annual/Quarterly Work Plans and Progress/Final substantial and financial reports and its submission to GOAM and the CCCCC as appropriate.
- 2 Prepare monthly reports for the GOAM on key project activities, issues and required action points. Prepare the project semi-annual progress reports (progress against planned activities, update on risks and issues, expenditures), annual review report and final review reports, and submit them to GOAM as appropriate