

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

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

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.

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.
- 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.

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.

- 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 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

9. 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.

10. Evaluation and Contract Award

#	Description	Weighting
Minimum Technical Score – 80 points		
A	i. 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	2

	corporations will be of the greatest importance	
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.

11. Application Submission Procedure

In order to participate in this call please submit your detailed expression of interest to the following no later than 4.00 pm Eastern Caribbean Time 18 August 2017:

Dr. Dunstan Campbell
President GOAM
Upper Depradine Street
Gouyave
Grenada

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

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