

Caribbean Community Climate Change Centre

Grenada Community Development Agency 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#:	AS14
Job Title:	Project Manager
Duration of Employment:	22 months Start Date: 10 th April 2017
Working Nature:	Full-time Assignment
Working Hours:	Minimum of 40 Hours a Week
Duty Station:	GRENCODA's Office Gouyave
Supervisor:	Grenada Community Development Agency

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 (LAMs) 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.

The Grenada Community Development Agency (GRENCODA) is an NGO that envisions the development of a society based on principles of equity, social justice and inclusiveness. Its mission is to provide guidance and support to rural individuals, families and communities, to improve their quality of life. GRENCODA has made a decisive contribution to the life of hundreds of rural folks, farmers, fisher folks, craft and small artisans, women and youth. Among its major accomplishments have been: Pioneering and formation of the Legal Aid and Counselling Clinic (LACC) 1988 and continuing; Creating a Student Assistance Programme (SAP) supporting poor families to access secondary and tertiary education for children / students, 1986 and continuing; Coastal Resource Management Project 1996-1997. Networking with local, regional and international organisations is part of the modus operandi of GRENCODA.

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.

The Grenada Community Development Agency (GRENCODA) through this project plans to enhance ecosystem services provided by coral reefs to reduce the effect of climate change on vulnerable coastal communities in Grenada.

Project Overall objective: To enhance ecosystem services provided by coral reefs to reduce the adverse impact of climate change on selected vulnerable coastal communities on Grenada's west coast.

Project Outcomes:

1. Effectively managed MPAs on Grenada's West Coast
2. Increased Public awareness of, and Community Resilience to the adverse impact of climate change

4. General Objectives

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

- a. Manage and coordinate project activities, from substantive, administrative, technical, 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. To support the objectives of the short term consultancies for M&E, Adaptation Indicators and Eco-system base line survey components of the project ensuring that the data of the project contribute to the overall LAM knowledge management output.
- d. Ensure supervision of the Project personnel and ensure effective communication and coordination between the GRENCODA, International Union for the Conservation of Nature (IUCN) vis-a-vis National Coordinator (NC) and Chief Technical Advisor (CTA), Programme Development and Management Unit (PDMU) of the Caribbean Community Climate Change Centre (CCCCC) in Belize, and primary partner Ministry of Agriculture (Fisheries Division).

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.

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

- e. Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
- f. Identify any support and advice required for the management, planning and control of the Project, in particular to ensure that an effective internal and external communication strategy and plan are in place to support the project objectives.
- g. Ensure timely and accurate preparation and compilation of the Project Quarterly/Annual Work Plans including Project Projection, Progress/Final narrative and financial reports and its submission to GRENCODA and the CCCCC as appropriate.
- h. Prepare monthly reports for the GRENCODA 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 GRENCODA as appropriate.
- i. Assist in and oversee the procurement processes including the preparation of TORs. 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.
- j. Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
- k. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives. Mobilize goods, works and associated services to initiate activities, including drafting TORs and work specifications.
- 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, gender mainstreaming and conduct regular performance appraisal exercises for Project staff.
- n. Represent the Project, as required, vis-a-vis other donor organizations, other international organizations, as well as national Government and non-governmental institutions and endeavour to build professional relationships with local, district and regional authorities in order to ensure the full participation of a broad spectrum of national leadership in the identification, planning and execution of Project activities.
- o. Ensure proper professional relationships with community leaders, local NGOs and other Community Based Organizations (as Fishermen Association, Farmers Associations and Women and Youth associations, etc).

- p. Ensure establishment and maintenance of proper electronic and paper filing systems.
- q. Perform other duties that may be required by GRENCODA from time to time.

5. Qualification

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

- a. At least a Master's degree in the fields of environmental management, conservation, and natural resources management. Qualification in business administration, public administration, project management or any other related field from a recognized university will be an asset.
- b. Minimum of 7 years working experience, with at least 3 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 community groups and organizations, governmental and non-governmental. Experience in working with international aid and development agencies, foundations and corporations will be of the greatest importance.
- e. Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues, ecosystem based adaptations, and protected area management activities.
- 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 and be proficient in Microsoft Office Suite of applications.
- 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.

6. Remuneration Package

Compensation will be a maximum of US \$ 48,000.00 and shall be commensurate with qualifications and experience.

7. Application Submission Procedure

All suitably qualified persons are invited to apply to this exciting opportunity. The GRENCODA 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 names
- c. Contact details of three references

Educational qualifications:

8. The Consultant should possess Qualification

Candidates applying for this consultancy shall meet a minimum score of 80% on the evaluation scale below.

#	Description	Weighting
Minimum Technical Score-80 points		
A	At least a Master's degree or higher in the fields of environmental management, conservation and or natural resources management. Qualification in business administration, public administration, project management or any other related field from a recognized university will be an asset	30
B	7 years working experience, with at least 3 years of experience at senior management level	35
C	Demonstrated skill, experience and success in project management with regional and international donor agencies, foundations, and corporations.	5
D	Excellent interpersonal and communications skills, and experience working with community groups and organizations, governmental and non-governmental. Experience in working with international aid and development agencies, foundations and corporations will be of the greatest importance.	5
E	Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues, ecosystem based adaptations, and protected area management activities.	5
F	Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly.	5
G	Exemplary verbal and written skills in English and be proficient in Microsoft Office Suite of applications.	5
H	Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget	5

	and other resources.	
I	Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.	5
	Total	100

In order to participate in the call, please submit your detailed expression of interest to the following persons no later than February 27, 2017.

Attention:

Allison Williams

Procurement Officer Caribbean Community Climate Change Centre

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