



TERMS OF REFERENCE
Research Assistant – Guyana

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”
CACCI Project: Guyana and Suriname

General Information			
Name of Consultancy	Research Assistant		
Type of Consultancy	National		
Unit	IICA Guyana Delegation		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	6 Months		
Expected Start Date	June 01, 2024	End Date	November 30, 2024
Contract Value	US\$9,500		

1. Background

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the Inter-American System that supports the efforts of Member States to achieve agricultural development and rural well-being. Through its seven hemispheric programs, IICA has developed a broad experience in areas such as technology and innovation for agriculture, agricultural health, food safety and quality, international agricultural trade, family farming, rural development, agriculture climate change and bioeconomy. To achieve its mission, the Institute provides technical cooperation services through close and permanent work with its 34 Member States using internal and external funding and addressing their needs in a timely manner.

In this light, IICA is collaborating with the United States Agency for International Development (USAID) and the International Food Policy Research Institute (IFPRI) to implement the Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean (CACCI-LAC). This initiative is geared towards improving the climate resilience of countries by providing localized technical support for countries in the LAC Region. Specifically, the objective is to accelerate the implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) in accordance with the Paris Agreement on Climate Change.

In the Caribbean, the CACCI is being implemented in Guyana and Suriname to help advance the implementation of the agriculture elements of their NDCs through the following lines of action:

- I. Strengthening the inter-institutional articulation between the ministries of agriculture and environment in Suriname
- II. Building capacity for:

- a. measuring, reporting, and verifying GHG emissions from the agriculture sector,
 - b. improving monitoring and evaluation systems and processes, and
 - c. developing and implementing project interventions and sustainable climate financing initiatives and
- III. Participating in strategic global and regional networking (political-technical), knowledge and action events.

As such, IICA is seeking a suitably qualified Research Assistant to join a team of specialists to support the implementation of the agricultural elements of NDCs.

2. Objectives of the Consultancy

- a. To retrieve, assess, organise, and report on scholarly and non-scholarly information regarding inter-institutional strengthening for climate action, the agricultural elements in the Nationally Determined Contributions, and Monitoring, Reporting and Verification, as well as Monitoring and Evaluation Processes, Systems, and platforms related to climate change in Suriname and Guyana.
- b. To assist in the design and implementation of survey instruments, conduct focus groups, and collect, input, analyse, and present data.
- c. To provide technical and administrative support in creating and delivering courses on sustainable climate financing and the measuring of greenhouse gas emissions from the agriculture sector.

3. Scope of Work

The Research Assistant (RA) will lead research activities and provide support on data analysis working very closely with, and under the guidance of, the MRV, Governance/Social, M&E, Project Development and Climate Finance Specialists. Additionally, the RA will contribute to the development and finalization of all technical deliverables including reports, plans, platforms, and training materials. This position is well-suited for an individual who is structured, analytical, detail-oriented, and capable of working collaboratively within a team. The main activities to be conducted include:

- a. Conduct desk reviews on:
 - Gaps and barriers in current action plans regarding the implementation of the agricultural elements of the Nationally Determined Contributions and target setting for future NDCs.
 - Methods for conducting alignment and institutional trust analyses among institutions and stakeholders, focusing on implementing the agricultural elements of the NDCs and developing pilot scorecards for monitoring and evaluating inter-institutional collaboration.

- Tools and methods for ex-ante analysis of emissions from the agriculture sector in Suriname and Guyana.
 - The design and content of courses on sustainable climate financing in the agriculture sector.
 - Intervention gaps for strengthening climate action in agriculture sector at all levels, including on-farm and at the policy and planning levels.
 - Enhancing Monitoring and Evaluation processes, systems and/or platforms in Suriname and Guyana.
- b. Provide technical and research support for developing and validating:
- Scorecards for monitoring & evaluating inter-institutional collaboration.
 - A plan for strengthening monitoring and evaluation processes and/or platforms in Suriname and Guyana.
 - Training plans and coordination for building capacity in the Ex-ante analysis of emissions from the agriculture sector and sustainable climate financing.
 - Concept notes or financial mechanisms to support the implementation of agricultural elements of the NDCs.
 - Execution, coordination, procurement/financial and institutional cooperation plans for participation in COP28, Regional Climate Week, Peer Exchange, and Multi-Country CACCI-LAC events.
- c. Assist in designing, compiling, drafting, formatting, editing, publishing, and archiving of all technical and project monitoring and evaluation reports.
- d. Undertake evaluations of project research and technical processes every 4 weeks and assist in project reviews as appropriate. These evaluations are expected to be included in the monthly progress reports which will be submitted to the Project Coordinator. The monthly progress reports should include a summary of tasks completed, progress towards goals, challenges and solutions, collaboration and communication, upcoming activities, and plans.
- e. Collaborate effectively with the Regional Project Management Team and other technical specialists and/or project personnel and actively participate in, and contribute to, meetings as scheduled by the Project Coordinator.

These main activities will be accomplished with support from, and in coordination with, another research assistant under the guidance of the technical team, which includes regional and national consultants/specialists as well as IICA's technical specialists.

4. Minimum Qualifications and Requirements

Education:

- a. Bachelor's degree in an Agricultural, Environmental, or related field;

Experience:

- a. Working experience of at least one (1) year within a national organization, research institute, government, or other relevant organization.
- b. Working knowledge of NDC and MRV;
- c. Knowledge of national agricultural and climate change policies, strategies and projects will be an asset.

Key Competencies and Skills:

- a. Excellent research, writing and editing skills;
- b. Excellent analytical skills;
- c. Good computer skills including proficiency in the use of Microsoft Office tools (Excel, Word, and PowerPoint etc.);
- d. Comfort using email/TEAMS/ZOOM as primary means of communication;
- e. Self-motivated, able to work efficiently in a fast-paced environment.
- f. Able to present and relay oral and written information effectively;
- g. Ability to collaborate efficiently with team members and stakeholders;

Languages:

- a. Advanced writing and oral skills in English
- b. Working knowledge of Surinamese and Dutch will be an asset;

Desired Nationality:

- a. Guyana citizen/resident desirable

5. Timetable for Implementation of Activities:

The consultancy will last for six (6) months, from June 01 to November 30, 2024. A Research Assistant work plan will be developed and agreed upon with IICA after the contract is signed.

Expected Products and Content:

No.	Product Description	Submission Date
1.	Monthly Progress Reports (6) which should include summary of tasks completed, progress towards goals, challenges and solutions, collaboration and communication, upcoming activities, and plans.	Last week of the month

6. Location and Duration of Contract:

The Research Assistant will be hired by contract until project closure, or until the specific assignments for the required services are completed, whichever is sooner. The consultancy will begin once the contract is formalized and signed. The Research Assistant will work mainly remotely to execute their duties.

7. Payment Method

The total amount of this consultancy will be Nine Thousand, Five Hundred United States Dollars and 00/100 (USD 9500.00), which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed. The Research Assistant will be paid equal monthly payments (that sums up to the total contract payment) upon submission of monthly progress reports which constitute the products under this contract.

Source of Funding: CACCI-LAC Project

- a. Total Payment: USD 9,500.00
- b. Payment method: Monthly

8. Location and Duration of Consultancy and Work Schedule

The Research Assistant will work mainly remotely to execute their duties. The consultancy will last for six (6) months, from June 01 to November 30, 2024. A Research Assistant work plan will be developed and agreed upon with IICA after the contract is signed.

9. Project Coordination:

As a collaborating partner, IICA will provide project management oversight for the implementation of the interventions covered within the Research Agreement on behalf of the International Food Policy Research Institute (IFPRI). A Project Implementation Unit (PIU) consisting of a Project Coordinator, an Administrative/Operative Support, and a Multi-Country Facilitator with direct responsibility for the day-to-day execution of the project, will be established by IICA.

The PIU will be supported by a Regional Project Management team, which provides technical and management guidance. This will include IICA staff in both headquarters and Caribbean offices and will be led by IICA's Hemispheric Program

on Agricultural Climate Action and Sustainability, of the Directorate of Technical Cooperation. The project will be implemented in coordination with national and sub-national stakeholders from the public sector, private sector, civil society, academia, and farmers organizations.

The Research Assistant will lead research activities and provide support on data analysis and contribute to the development and finalization of all technical deliverables including reports, plans, platforms, and training materials under the overall supervision of the Regional Project Management Team, which will provide technical guidance and managerial support. This position will be hosted in IICA's Guyana office.

10. Position of the officer responsible for monitoring:

1. The Project Coordinator, CACCI-LAC Project.

The Consultant will also be accountable to:

2. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad and Tobago;
3. Ms. Carolina Borda, CACCI Project Lead, Technical Specialist in Natural Resource & Climate Change
4. Nekelia Gregoire Carai, Technical Specialist in Water and Soil Management, IICA Delegation in Dominica.
5. The Manager of the Agricultural Climate Action and Sustainability (PACSA), Directorate of Technical Cooperation.

11. Travel:

Any travel required will be defined together with the consultancy supervisor, with costs covered by the Project/IICA.

12. Presentation of Offer

Interested candidates are encouraged to submit an electronic application by email to climate.change@iica.int, no later than May 19, 2024, at 11:59 pm with the subject line **Application: Research Assistant Guyana – CACCI-LAC**. The application must include (as attachment) the following documents:

1. Cover letter
2. Curriculum Vitae
3. Two references

For questions related to this opportunity, please contact climate.change@iica.int.

****Incomplete applications will not be considered.***

-----*Last line of the Terms of Reference*-----