



## TERMS OF REFERENCE

### *Multi-Country Facilitator*

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”

### **CACCI Project: Guyana and Suriname**

General Information			
<b>Name of Consultancy</b>	Multi-Country Facilitator		
<b>Type of Consultancy</b>	National		
<b>Unit</b>	IICA Suriname Delegation		
<b>Participating Unit</b>	Agricultural Climate Action and Sustainability Program (PACSA)		
<b>Duration of Consultancy</b>	7 Months		
<b>Expected Start Date</b>	June 01, 2024	<b>End Date</b>	December 31, 2024
<b>Contract Value</b>	US\$10,000		

#### 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 by:

- 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 Multi-country Facilitator to support a team of specialists in implementing the agricultural elements of NDCs.

**2. Objective of the consultancy:**

To provide in-country support and coordination of project activities inclusive of consulting with, mobilizing, and building the capacity of national stakeholders involved in the CACCI-LAC project titled “Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean.”

**3. Scope of Work:**

The Multi-Country Facilitator (MCF) will serve as a focal point for stakeholder consultation and mobilization, and building awareness and capacity at a local level to enhance the efficacy of project execution. The MCF will support the execution of technical interventions and the capture and documentation of information and experiences for the overall knowledge management and communication strategy of the project. These operational, administrative, and technical duties will be directly supervised by the Project Coordinator in collaboration with IICA’s Representative and/or National Technicians in the respective project country. This position is ideal for a flexible and proactive person who enjoys engaging with a wide range of stakeholders. ***The person must be located in Guyana or Suriname.*** The MCF will undertake the following responsibilities and functions.

**Project Planning, Stakeholder Engagement and Support:**

- a. Plan and coordinate logistical arrangements and organizational support for the implementation of in-country project activities and events particularly the local and regional workshops, stakeholder consultations, and other meetings which will include venue selection, travel arrangements, and resource allocation.
- b. Coordinate and oversee in-country activities across project countries (Suriname & Guyana) and ensure alignment with project goals and objectives in each location.
- c. Provide technical and logistical support to project specialists/consultants undertaking specified project activities in country per provided methodologies and guidelines.

- d. Provide inputs to develop the implementation work plan and guide country level implementation and deliverables, including mapping of stakeholders.
- e. Identify and establish effective relationships and communication channels with key local stakeholders and partners in each country and engage stakeholders throughout the facilitation processes to gather input, address concerns, and build consensus for implementation of the project.
- f. Contribute ideas, background research, relevant information, and text to support the development of two concept notes focused on strengthening climate resilience in the agriculture sector of Guyana and Suriname.
- g. Provide a monthly report to IICA on all in-country advances and activities. Report to IICA office for meetings when requested.

**Implementation Facilitation, Monitoring and Reporting:**

- a. 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.
- b. Document proceedings, decisions, and action items arising from the facilitation of in-country activities and prepare comprehensive monthly reports which includes summarized key outcomes and recommendations for each country.
- c. Support the proper and efficient management of project documentation (files, records, project deliverables tracking, financials, etc.), and project monitoring and evaluation where required.
- d. Ensure the quality and integrity of in-country facilitation processes by adhering to best practices and ethical standards.
- e. Identify potential risks and obstacles to successful project implementation across project countries and contribute to the development of a risk matrix which includes mitigation strategies and contingency plans to address unforeseen challenges.
- f. Proactively identify and address conflicts or tensions that may arise during in-country facilitation processes and employ conflict resolution techniques to mitigate disagreements and maintain productive dialogue.

- g. Undertake evaluations of project tasks 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 activities, key achievements, challenges and obstacles, progress towards goals/objectives, stakeholder engagement, capacity building and training, upcoming activities, and plans.
- h. Assist with the capture, development, and dissemination of communication and information products to enable awareness raising, advocacy and knowledge sharing as part of project activities.
- i. Facilitate stakeholder mobilization to ensure effective engagement of civil society and the private sector, including small and micro enterprises, in workshops, consultations and other in-country project activities.
- j. Share best practices and lessons learned from facilitation experiences across project countries.
- k. Support the closure of the project in collaboration with the Regional Project Management Team.

***Perform other relevant tasks related to but not limited to the aforementioned duties as indicated by the Project Coordinator, IICA's Representative and/or National Technicians in the respective project country.***

#### **4. Minimum Qualifications and Requirements:**

**Education:**

- a. Bachelor's Degree in Agricultural, Environmental, Natural Resource Management, Sustainable Development, or related field.

**Experience:**

- a. A minimum of two years of experience in mobilizing stakeholders, leading consultations, organizing, and facilitating events, and supporting event management.
- b. Familiarity and established relationships with agriculture and environmental stakeholders, CSOs, NGOs and development agencies in Guyana and Suriname will be an asset.
- c. Knowledge of national agricultural and climate change policies, strategies and projects will be an asset.

**Key Competencies and Skills:**

- a. A high level of leadership and stakeholder engagement capacity
- b. Good interpersonal skills and ability to maintain effective working relations and resolve conflict.
- c. Curiosity and a willingness to learn and apply new tools, methodologies, and knowledge.
- d. Able to work under pressure, prioritize and work within deadlines for concurrent assignments, managing multiple deliverables simultaneously with minimum supervision.
- e. Able to present and relay oral and written information effectively.
- f. Display cultural, gender, religion, nationality sensitivity and adaptability.
- g. Proficient in the use of Microsoft Office tools (Excel, Word, PowerPoint etc.).

**Languages:**

- a. Advanced writing and oral skills in English
- b. Fluency or good knowledge of Surinamese or Dutch.

**5. Timetable for Implementation of Activities:**

The consultancy will last for seven (7) months, from June 01 to December 31, 2024. A Multi-Country Facilitator 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 (7) which should include summary of activities/tasks completed, key achievements, challenges and obstacles, progress towards goals/objectives, summary of stakeholder engagement and capacity building and training, upcoming activities, and plans.	Last week of the month

**6. Location and Duration of Contract:**

The Multi-Country Facilitator 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 Multi-Country Facilitator will work mainly remotely to execute their duties.

**7. Payment:**

The total amount of this consultancy will be USD 10,000.00 which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed. The Multi-Country Facilitator 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.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 10,000.00
- c. Payment method: Monthly

**8. Unit responsible for monitoring:**

Agricultural Climate Action and Sustainability Program (PACSA).

**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 Multi-Country Facilitator will lead the coordination of in-country activities including stakeholder engagement in Guyana and Suriname 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 Suriname 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, Directorate of Technical Cooperation.

**5. Travel:**

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

## **6. 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: Multi-Country Facilitator - 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 job offer please contact [climate.change@iica.int](mailto:climate.change@iica.int)

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

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