



TERMS OF REFERENCE

Project Development Specialist

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

CACCI project: Guyana and Suriname

General Information			
Name of Consultancy	Project Development Specialist		
Type of Consultancy	Multi-Country		
Unit	IICA Suriname Delegation		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	6 Months (24 working days)		
Expected Start Date	June 01, 2024	End Date	November 30, 2024
Contract Value	USD 15,510		

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 Project Development Specialist to join a team of specialists to undertake consultancies related to the implementation of the agricultural elements of NDCs.

2. Objective of the consultancy:

- I. To build the capacity of technicians to develop bankable concept notes related to climate financing for the agriculture sector.
- II. To develop, write and validate two (2) country concept notes on strengthening the climate resilience of the agriculture sector in Guyana and Suriname, respectively.

3. Scope of work:

The Project Development Specialist, in coordination with IICA, Ministries of Agriculture, and other project specialists will review and synthesize all outputs of the CACCI-LAC Project and perform all necessary tasks to develop two concept notes and build the technical capacity in project writing. The main activities to be executed are related to:

Workshop Development:

- a. Conduct a synoptic review of existing literature, guidelines and best practices for designing and executing workshops on project development for building resilience in the agriculture sector of Guyana and Suriname.
- b. Develop a detailed workshop outline, including, topics, learning objectives, working sessions and other supporting or reference materials.
- c. Incorporate multimedia elements, including videos and webinars, to enhance learning.
- d. Ensure that the workshop content is relevant, up-to-date and tailored to the needs of the target audience.

Workshop Execution and Evaluation:

- a. Deliver face-to-face workshops in Guyana and Suriname course through online learning platforms, ensuring smooth execution and active participation from participants.
- b. Facilitate discussions, Q&A sessions, and group activities to enhance learning and engagement.

- c. Provide guidance and support to participants throughout the duration of the workshop.
- d. Evaluate participant performance and provide feedback as needed.
- e. Collect feedback from participants and stakeholders to identify areas for improvement in the workshop.
- f. Evaluate the effectiveness of the workshop in meeting the learning objectives.
- g. Prepare a final report summarizing the outcomes of the virtual course and providing recommendations for future courses.

Concept Note Development and Validation:

- a. Consult with stakeholders to weigh in on project ideas. This feedback will then be used to develop two concept notes (one per country).
- b. Establish detailed project boundaries and geographic scope of implementation.
- c. Map the enabling framework (for example, regulations, subsidy policy, etc.)
- d. Develop theory of change for project concept notes, climate rationale (risk, adaptation and/co-benefits) and detail activities and budgets for proposal development, implementation, operation, and maintenance.
- e. Clarify institutional/governance arrangements for project implementation with well-defined roles, responsibilities, and mandates.
- f. Illustrate the transformational impact of the project activities i.e., how the project would lead to a wider national policy or expand its geographic scope (using theory of change diagram or logical framework as per funder requirement).

*In carrying out their work, the Project Development Specialist must ensure that all activities are carried out in a gender-sensitive manner.

4. Minimum Qualifications and Requirements

Education:

- a. Advanced degree (PhD or Master's) in economics, agriculture, social sciences, environmental science, climate finance, engineering, natural sciences or related disciplines with 10 years' experience, or equivalent combination of education and experience.

Experience:

- a. Successful track record of writing and developing national projects of ≥USD10 million on agriculture and climate change projects is a plus.
- b. Experience in climate change adaptation and mitigation, environmental, agricultural, and public policy.

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- c. Experience in climate finance and knowledge of the GCF, GEF, Adaptation Fund and USAID.
- d. Experience in the Caribbean region with a knowledge of actors and the agriculture sector.

Key Competencies and Skills:

- a. Excellent oral and written communication skills, especially in communicating with technical experts, policy makers and stakeholders;
- b. Ability to manage multiple deliverables simultaneously with minimum supervision.
- c. Good interpersonal skills and ability to maintain effective working relations and resolve conflict.
- d. Proficient in the use of Microsoft Office tools (Excel, Word, PowerPoint etc.).
- e. Display cultural, gender, religion, nationality sensitivity and adaptability.

Languages:

- a. Advance writing and oral skills in English,
- b. Basic understanding of Dutch/Surinamese is desirable.

5. Timetable for Implementation of Activities:

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

Expected Products and Content:

No.	Product Description	Submission Date	% Payment
1.	Inception Report and Workplan inclusive of methodology and workplan for undertaking the identified activities and detailed workshop outline with topics, learning objectives, working sessions and suggested reference materials.	June 10, 2024	15%
2.	Detailed Workshop Plan to strengthen capacity for the development concept notes and financial mechanisms to facilitate climate action, inclusive of workshop material.	July 15, 2024	5%
3.	Report on Stakeholder Consultations for concept note development, which should include stakeholder list, consultation process, key findings, analysis, and interpretation of information including stakeholder	August 26, 2024	10%

	feedback and recommendations.		
4.	Workshop Execution Report detailing the successful execution of the workshop, including summary of performance on learning activities.	September 30, 2024	20%
5.	Draft concept notes (2) on strengthening the climate resilience of the agriculture sector in Guyana and Suriname, respectively. The draft will constitute the completed concept notes based on information/consensus gathered from stakeholder consultation before review/feedback by the Regional Project Management Team.	October 14, 2024	15%
7.	Concept Notes-Final inclusive of public and private sector investment and actions and Stakeholder validation report of draft concept notes.	November 18, 2024	20%
8.	Final Report on the workshop, stakeholder consultations, project development, lessons learnt, best practices implemented and recommendations for improvement. The final concept notes will constitute the updated draft based on feedback received from the Regional Project Management Team.	November 25, 2024	15 %

Note: All deliverables should be prepared and submitted in English language

6. Location and Duration of Contract:

The Project Development Specialist will be hired by contract until the end of the contract, or until the specific assignments for the required services are completed, whichever is sooner. The total number of working days for the consultancy is 24 days over a period of six (6) months, from June 01 to November 30, 2024. The consultancy will begin once the contract is formalized and signed. The Project Developer will work mainly remotely to execute their duties.

7. Payment Method

The Project Development Specialist will be paid a percentage of the total value of the consultancy subject to the approval of each deliverable and invoice that are deemed satisfactory by IICA. The total amount of this consultancy will be Fifteen Thousand, Five Hundred and Ten United States Dollars and 00/100 (USD 15,510.00) which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 15,510.00
- c. Payment Method: Upon submission and satisfaction of deliverables

8. 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 Project Development Specialist will lead all activities related to building the capacity of technicians to develop bankable concept notes related to climate financing for the agriculture sector and the development of two (2) country concept notes on strengthening the climate resilience of the agriculture sector in Guyana and Suriname, respectively 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.

Position of the officer responsible for monitoring:

1. The Project Coordinator, CACCI-LAC Project.

The Consultant will also be accountable to:

2. Dr. 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. Mrs. 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

9. Travel:

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

10. 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: Project Developer - 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

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

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