



STRENGTHENING COASTAL AND MARINE CLIMATE RESILIENCE THROUGH UPLAND AND COASTAL ECOSYSTEM BASED ADAPTATION AND COMMUNITY ENGAGEMENT

IICA-CBF Grant Agreement No. EbA 1 #55, March 2020

CONTRACT FOR PROJECT STAFF

PROJECT BACKGROUND

The Project

The Project titled 'Strengthening Coastal and Marine Climate Resilience through Upland and Coastal Ecosystem Based Adaptation and Community Engagement' (IICA-CBF EbA project, in short) seeks to facilitate the restoration of marine-coastal ecosystem health and improvement of sustainable livelihood opportunities in targeted communities which are increasingly threatened by development on upland watersheds and exacerbated by climate change through community engagement and implementation of nature-based solutions

This project is spread across six (6) communities in four (4) Caribbean countries, these being Antigua and Barbuda (1), Dominica (1), Saint Lucia (2) and Trinidad and Tobago (2). These countries are extremely exposed to the adverse impacts of climate change, evident in increased temperatures, ocean acidification, drought severity and increased rainfall intensity and variability. In these countries, as high as 60% - 70% of the population – comprising heavily of farmers, fishermen, and fisherwomen - lives in coastal areas and depends on coastal/marine ecosystems to support their livelihoods, while upland populations depend on a mix of crop production and small livestock.

Community engagement and implementation of nature-based solutions to reduce the upland drivers of degradation, strengthen marine-coastal climate resilience while improving sustainable livelihood opportunities of communities are critical approaches for the successful implementation of this project. Implementation of this project in these targeted communities is expected to facilitate the restoration of marine-coastal ecosystem health and improvement of sustainable livelihood opportunities through community engagement and implementation of nature-based solutions.

The project consists of three (3) key areas:

1. Capacity building in restoration of marine-coastal ecosystems and upland watersheds with a focus on Vetiver Systems (VS), the Vetiver Education & Empowerment Project (VEEP) and other nature-based and climate smart EbA approaches
2. Field Implementation of Vetiver Systems (VS), the Vetiver Education & Empowerment Project (VEEP) and other nature-based and climate smart EbA approaches, and the establishment of local vetiver 'green businesses' for livelihood opportunities, including vetiver nurseries and vetiver-based handicraft.
3. Knowledge Management to generate and disseminate information and build awareness of nature-based and climate smart approaches through innovative community engagement and education.



Project Coordination

The Inter-American Institute for Corporation on Agriculture (IICA) is Executing Agency for the project through a Grant Agreement with the Caribbean Biodiversity Fund (CBF) financed under the EbA Facility.

The project will be coordinated by a Project Coordinating Unit (PCU), comprising a full time Project Coordinator, Project Technical Officer and Finance-Procurement Officer. The IICA-CBF Grant Agreement for this project makes provisions for the hiring of these PMU positions for a contract period of twenty-four (24) months with duty station at the IICA Trinidad and Tobago Office.

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| Eligibility Criteria Positions are open to nationals and residents of CARICOM States | Type of Appointments Temporary | Announcement Date 11 May, 2020 |
| Financing Caribbean Biodiversity Fund | Classification Local Professional Personnel | Closing Date: 11 June, 2020 |
| Emoluments and Benefits Appropriate compensation packages will be offered | Duty Station IICA Office in Trinidad and Tobago | Start Date 1 st July 2020 |

RECRUITMENT AND APPOINTMENT:

The appointments will be as temporary staff in the Office of Trinidad and Tobago for twenty-four (24) months. They will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with IICA.

Due to the classification of these posts as Local Professional Personnel, IICA would not be responsible for costs associated with relocation to the duty station. The applicants should also take steps to obtain a work permit for employment in Trinidad and Tobago, except where in possession of a CARICOM Skills Certificate.

Working hours follow the normal working hours for IICA staff; Monday to Friday, from 8.30 am to 4.30 pm. Work outside normal hours may be required from time to time.

TERMS OF REFERENCE

POSITION #1 Project Coordinator

Description of Duties

The Project Coordinator has the overall responsibility for the management and implementation of the IICA-CBF EbA Project, including the coordination of the day-to-day operations of the project, management of the staff and operations of the Project Unit and coordination with the IICA Offices in participating countries – Antigua and Barbuda, Dominica, Saint Lucia and Trinidad and Tobago, other IICA Specialists providing project technical backstopping, the main project implementing partner, IAMovement, National project collaborators, contracted consultants and service providers, in all matters pertaining to the project.

The Project Coordinator will carry out these responsibilities under the overall supervision of a Project Coordinating Committee (PCC). This includes, but is not limited to: a) ensuring compliance with IICA and CBF requirements and regulations, b) ensuring timely execution of all project activities, c) supervising project staff; and d) ensuring that the programme is implemented in a manner that is consistent with the IICA-CBF Grant Agreement. As such, the Project Coordinator will be expected to operate with a thorough and comprehensive knowledge and understanding of the IICA-CBF EbA Grant Agreement and all its stated Annexes, as well as all relevant IICA norms and procedures for project implementation.

The Project Coordinator will undertake the following tasks with the highest standards of professional and ethical competence and integrity:

1. Management for Governance and Implementation:
 - a. Establish a Management Plan for the PCU, in keeping with the required operating procedures and controls to ensure compliance with IICA and CBF requirements.
 - b. Assist in the preparation, review and approval of Terms of Reference (TORs) for the identification and selection of consultants hired within the project;
 - c. Liaise with and coordinate the main implementing partner (s), relevant local institutions and donor inputs for strategic and programme development purposes;
 - d. Convene meetings of the PCU and provide appropriate secretariat services, including the preparation of technical and financial reports in compliance with the agreed formats.
2. Project Planning and Programming, including, but not limited to:
 - a. Review the project risk matrix, identify obstacles and propose changes as required to achieve expected outputs; where necessary for effective programming and implementation;
 - b. Develop all work plans activity details and budgets at the annual and quarterly levels in required formats;
 - c. Develop and maintain activity-based monitoring in cooperation with the PCC, participating national IICA Offices, implementing partner (s) and consultants hired under the project

- d. Assist with the recruitment of specialist services for the project in consultation with the PCC, participating national IICA Offices and implementing partner (s), as required.
3. Implementation Facilitation, Monitoring and Reporting, including, but not limited to:
- a. Liaise with relevant project participants to facilitate and coordinate logistical and organizational support for project activity implementation, and in the resolution of day-to-day administrative and operational problems;
 - b. Review and update the monitoring indicators and monitor implementation of project activities and raise any slippages in the project implementation.
 - c. Coordinate the preparation of progress reports for submission to CBF in the prescribed format and in the level of detail as required;
 - d. Undertake periodic evaluations of project activities and assist in project reviews as appropriate
 - e. Support preparation and dissemination of information on project results, lessons learnt, media releases and other knowledge management products, in accordance with IICA and CBF guidelines for Visibility and Communication.
4. Undertake any other relevant tasks as required by the Project

Minimum Qualifications and Requirements

The applicant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.

- **Education:**

1. Masters' Degree in Economics, Business Administration, Natural Sciences, Physical Sciences, Engineering or a relevant associated discipline;
2. Advanced degree or an internationally recognized certificate in Project management would be an advantage

- **Experience:**

At least five (5) years of related/relevant work at a senior managerial level with a Regional or International Development Agency, in development cooperation and working knowledge of the Caribbean agriculture environment.

Proven experience and technical ability to manage a large budget, multi country and multiple year projects.

Knowledge and experience on natural resource management and climate change related projects implemented in the Caribbean would be an advantage.

- **Key Competencies**

1. Leadership skills:
 - a. Ability to lead formulation, implementation, monitoring and evaluation of multi-stakeholder development programmes and projects, and administer budgets;
 - b. Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/communities
 - c. Demonstrated ability in team management and collaboration
2. Analytical Skills:
 - a. Proficiency in use of contemporary computer-based applications, such as, Microsoft Project
 - b. Ability to synthesize information into concise recommendations for action and informative results-based reports
3. Communication skills:
 - a. Ability to communicate effectively at all levels, including senior management, in both written and oral form;
 - b. Good verbal and written English.

POSITION #2.
Project EbA Technical Officer

Description of Duties

The Project EbA Technical Officer has the overall responsibility for the guiding and managing the implementation of the technical IICA-CBF EbA Project, with a focus on the VEEP/VS model. This requires close working relationship and coordination with the IICA Offices in participating countries – Antigua and Barbuda, Dominica, Saint Lucia and Trinidad and Tobago, other IICA Specialists providing project technical backstopping, the main project implementing partner, IAMovement,, National project collaborators, including NGOs/CBOs, contracted consultants and service providers, in all matters pertaining to the technical aspects of the project.

The Project Technical Officer will carry out these responsibilities under the overall supervision of a Project Coordinating Committee (PCC). This includes, but is not limited to: a) ensuring compliance with technical objectives and results of the project, b) ensuring timely execution of all project activities, c) supervising the training and other activities of in-country collaborators; and d) ensuring that the programme is implemented in a manner that is consistent with the IICA-CBF Grant Agreement.

As such, the Project Technical Officer will be expected to operate with a thorough and comprehensive knowledge and understanding of the IICA-CBF EbA Grant Agreement and all its stated Annexes, in EbA systems and especially the VEEP/VS model.

The Project Technical Officer will undertake the following tasks with the highest standards of professional and ethical competence and integrity:

1. Stakeholder engagement for project participation:
 - a) Assist in strategizing new project entry points with stakeholders where applicable and assist in selection and relationship building with key local project partners (NGO partners, community members, technical and co-contributing partners, etc)
 - b) Coordinate and communicate with relevant inter-island partners and stakeholders as needed related to the implementation of projects; including key-project partners, co-implementing NGOs, relevant government ministries, technical experts, academia, and community members related to sites under the project where applicable.
 - c) Ensure incorporation of criteria of gender equity, youth and social inclusion in the project objectives achievement.
 - d) Follow-up communications and feedback mechanisms with stakeholders via email, phone, etc, for various project activities.

2. Technical Leadership and Support:
 - a) Liaise and coordinate among the various technical specialists involved in the project to plan and execute EbA activities as required;
 - b) Support and undertake, as required, efforts to undertake project mapping, activities conceptualization and planning in collaboration with the IICA technical specialists and key project partners (IAMovement and University of Florida) as appropriate.
 - c) Support the finalisation of project technical logistics, i.e., site selection, identification, selection and preparation of in-country project counterparts/collaborators where available (NGOs/CBOs, others) for implementation and follow-up of technical activities, including training.
 - d) Support the planning, facilitation, coordination and delivery of EbA-related training (including the handicrafts training programs), as required, with a focus on VEEP/VS, for the successful transfer of knowledge and livelihoods development
 - e) Work closely with and guide the work of in-country NGO/CBO collaborators on the VEEP model, and related project design, planning, coordination, implementation, maintenance and follow up, and financial management;
 - f) Work closely with in-country experts to support the training and development of local green enterprises on each project island (green engineering and sustainable handicraft businesses)

3. Project Reporting and Management Support:
 - a) Support the proper and efficient managing of project documentation (files, records, project deliverables tracking, financials, etc), including those generated by other stakeholders where applicable (partner NGOs, etc).
 - b) Support project Monitoring & Evaluation where required, using project data management systems and including local NGOs and community partners.

- c) Support the capture photos, project experiences, stakeholder information, feedback, site observations, etc, to contribute to an effective project information and communication plan.
- d) Ensure the timely completion and reporting of project technical deliverables, particularly those related to the VEEP/VS activities,

Other requirements which may arise during project period for the effective project implementation and reporting.

Minimum Qualifications and Requirements

- **Education:**

Advanced Degree in: Marine Biology, Environmental Science and Sustainable Technology Spc; or a relevant associated discipline.

- **Experience:**

A minimum of five (5) years working in related fields (marine science and biology, community development projects, coastal management, climate resilience approaches, etc)

In-depth understanding of vetiver grass and Vetiver System (VS) technology, and the Vetiver Education & Empowerment Project (VEEP) model

Key Competencies:

1. Leadership skills:
 - High level of leadership skills and autonomy
 - Ability to formulate and implement projects and activities, and support implementation based on multi-stakeholder participation
 - Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/communities
 - Demonstrated ability for team building and participation
 - Willingness and ability to adapt and assume new roles as the project evolves
2. Technical Skills:
 - Ability to plan and execute activities
 - Proficiency in use of contemporary computer-based applications, such as, Microsoft Office (Word, Excel, MSProject); other relevant project software and data management tools
 - Ability to synthesize information into concise recommendations for action and informative results-based reports
3. Communication skills:
 - Ability to communicate professionally effectively at all levels, including senior management, in both written and oral form

- Ability to engage, communicate and build strong relationships with stakeholders.
- Good verbal and written English.

POSITION #3
Finance and Procurement Officer

Description of Duties

The Financial Coordinator serves as the focal point for the IICA-CBF EbA project for all financial issues and will be under the direct supervision of the Project Coordinator undertaking the following responsibilities:

1. Financial Management:
 - a. Support the PC in ensuring full compliance of all project activities with relevant administrative and financial management policies, processes and requirements of IICA and the CBF
 - b. Support the Project Coordinator by providing all relevant financial data and reports related to the project, in accordance with the annual action plans and financial reporting framework of IICA and the CBF;
 - c. Liaise closely with the Administrative staff of the IICA office in Trinidad and Tobago, the participating IICA project offices and the main implementing partner, as necessary, to ensure compliance and efficient acquisition of all financial data and supporting documents for input into the IICA SAP system;
 - d. Ensure the timely preparation and processing of monthly cashflow for the purchase of goods and services and monthly closure of accounts for efficient project budget management.
 - e. Ensure the proper organization and maintenance of financial documentation records as assigned, prepare financial reports, including fact checking and resolving discrepancies, as required, for all internal and external expenditure verification and audit processes.
2. Procurement of Goods and Services:
 - a. Support the PC in achieving full compliance with the established accounting procedures and budget control processes in the purchase of goods, works and services.
 - b. Support the organization of logistics and preparation for events/activities, inclusive of travel arrangements, training activities associated with project implementation.
3. Undertake any other relevant tasks as required by the Project

Minimum Qualifications and Requirements

- **Education:** University degree in accounting or equivalent professional qualification
- **Experience:**
 - Good working knowledge of the SAP financial accounting and reporting software.

- At least 3 years of relevant experience or specialized training in managing budget and accounts control systems for externally funded development projects.
- **Competencies and Skills:**
 - Working knowledge of institutional budgeting and accounting procedures of international agencies;
 - Integrity and discretion in dealing with confidential financial data and reports of project partners;
 - Capacity to prepare expenditure statements and financial reports.

METHOD OF APPLICATION

All applications should be submitted in English

no later than Wednesday 11 June 2020

Applicants should submit a letter of application, accompanied by detailed curriculum vitae and two (2) references, either:

1. in hard copy by mail in sealed envelope containing the submissions should include the name and address of the applicant and should be clearly marked with the relevant position for which the application is submitted to:

ATTN: The Representative
Inter-American Institute for Cooperation on Agriculture (IICA)
P.O Box 1318
16 Factory Road, Building, #3 Brechin Castle, Couva
TRINIDAD AND TOBAGO

or

2. by e-mail, to the address under subject caption: Application: EbA Project to: eba-iica@iica.int
copied to iica.tt@iica.int