

South Coast Marine and Coastal Rehabilitation Adaptation Project to improve Ecosystem Health and Build Resilience to Climate Change

National Parks, Rivers and Beaches Authority

Terms of Reference (TOR) – Project Manager

1. Position Information

Project Title:	South Coast Marine and Coastal Rehabilitation Adaptation Project to improve Ecosystem Health and Build Resilience to Climate Change
Procurement ID#:	AS5
Job Title:	Project Manager
Duration of Employment:	18 months Indicative Start Date: July 10, 2017
Working Nature:	Full-time assignment
Working Hours:	40 hours per week
Duty Station:	National Parks, Rivers and Beaches Authority, Kingstown, St. Vincent and the Grenadines
Supervisor:	Mr. Andrew Wilson

2. Background

The South Coast Marine Conservation Area (SCMMA) that is currently being worked on for upgrade designation to a Marine Park with recent project support from the Caribbean Aqua-Terrestrial Solutions (CATS) Project that saw worked accomplished with respect several important layers of park planning components have been the chosen site for this project. Indeed draft management plan, completed Zoning and Mooring Plan 2015 and the draft Marine Park Regulations as well as a Communication Strategy Plan for the Park worked on through the CATS project has been instrumental in shaping and informing this project proposal The upgrade to the South Coast Marine Park (that will leverage a high degree of long term sustainability for proposed project interventions outlined in this proposal) also falls within new proposed sites to be designated as guided by the Country's Cabinet approved SVG National Parks and Protected Areas System Plan 2010 – 2014. To minimize negative pressures to protect, enhance and restore the coastal and marine ecosystems is one of the proposed objectives of the South Coast Marine Park as contained in the draft management plan that is in alignment with component 1 of this CCCCC climate change project.

The loss of marine habitat and reef used to reduce wave energy impacting the beaches is also diminished. The South Coast Marine Park Zoning Plan (Baldwin, 2015) highlighted that the coastal communities are extremely vulnerable to climatic factors including storm surges,

flooding and high levels of sedimentation (White 2012). Increasing commercial and recreational exploitation together with insufficient solid, liquid and sewage waste disposal are placing significant stress on the coastal and marine environment as well as have health implications for the surrounding communities. Water quality testing results showed that both bacterial and chemicals levels have super ceded WHO threshold levels (National Parks 2014).

A lot of emphasis and attention are now being directed into this area with the aim of restoring, conserving and combating climate change impacts. A lot more still need to be done. This project was designed with a view to addressing these issues by implementing ecosystem based adaptation measures to aid in building a more resilient coastline and marine ecosystem at the SCMCA.

The overall objectives of this project are therefore:

A: To restore the environmental integrity of the South Coast Marine Conservation area by improvement in natural marine ecosystem and increase fish biomass

B: To prevent and reduce to acceptable levels land and marine based stressors and improve the ambient marine water quality

The aforementioned overall project objective as well below mentioned outcomes fulfills and is directly related to the Caribbean community Climate Change Centre (CCCCC) Coastal Climate Change Adaptation in Small Island States Island Project, component 1: investments for sustainable improvements of coastal ecosystems relevant for climate change adaptation and the three stated measures under this component. Additionally, the objectives A to B of this Project Proposal are in alignment with the overarching CCCCC Framework for Achieving Development Resilient to Climate Change 2009-2015.

These measures are:

- The protection and sustainable management of ecosystems for adaptations
- Rehabilitation or substitution of ecosystems relevant for adaptation; and
- Measures related to the monitoring of coastal ecosystems

The anticipated outcomes and associated outputs to achieve each outcome for this project include:

- Rehabilitation of the natural coral reef ecosystem to improve ecosystem health and increase overall fish biomass to build ecosystem resilience through:
 - Output 1.1 Reduce land-based pollution and improved marine water quality at 3 beaches within 24 months.
 - Output 1.2 Increase public awareness by second year on the impacts of Climate Change and anthropogenic stressors on Coastal and Marine Resources

- Output 1.3 Water quality monitoring program enhanced within 24 months and the Fisheries Division and SVGCC Labs upgraded.
- Output 1.4 Beach monitoring programme in the St. Vincent and the Grenadines Community College Science program introduced and implemented within 24 months
- Output 1.5 Treatment facilities (3 waste water and 6 grease traps) installed and operationalized (assessment and pilot intervention) within the second year
- The restoration of the shoreline and marine environment at the South Coast Marine Conservation area to build coastal resilience to CC through:
 - Output 2.1 Increased 7% in live coral coverage and number of reef fish over 20cm and 1000g/100m² fish biomass within 24 months.
 - Output 2.2 Standards and guidelines for new development and alterations to existing structures along the coast developed by 24 months
 - Output 2.3 Stabilization of 900 meters of shoreline through beach accretion within 24 months
- The enhancement of the tourism and recreational integrity of the South Coast Marine Conservation Area to protect social and economic livelihoods against climate-related impacts through:
 - Output 3.1 Enhanced tourism infrastructure (boardwalk – 434 ft and 20 moorings) in SCMCA

3. Role of Project Manager

The role of the National Project Manager is to provide coordination, project management and logistical support for the implementation of the *South Coast Marine and Coastal Rehabilitation Adaptation Project to improve Ecosystem Health and Build Resilience to Climate Change*. To accomplish this role, the Project Manager will collaborate closely with the Director, Project Coordinator (PC), National Project Coordinator (NPC), Project Steering Committee (PSC), and other government partners and stakeholders.

1. Tasks

- a) Using the Project Implementation Plan as a guide, develop a detailed work plan (this should

include a concise annotated outline, description of approach (methodology), timeline, budgets for workshops and meeting, and communication support, as well as feedback and comments on the initial work plan), duly reviewed and approved by the Director, PC and the NPC.

b) Supervise and lead the project team i.e. consultants, contractor, technical staff in discharging their duties at optimum level, ensuring that resources are employed efficiently and effectively.

c) Develop reports on project-related workshops and consultations occurring throughout the project life.

d) Develop and maintain a current portfolio of project information including, but not limited to, background documents (such as protected area system plans, mooring and zoning plans for the SCMCA), meeting notes, maps, stakeholder contacts and other information in support of project implementation.

e) Submit first operational, quarterly operation, and final operational reports on activities conducted further to the tasks and functions of the role. These reports should include information on the project progress made during each (3) month period for a total of 3 reports, over 9 months. All reports should also contain detailed information on relevant meetings and gatherings, the goals of such meetings, information on who attended, work done, notes, minutes, and the like. (When project funded workshops or consultations falls in the relevant reporting period, reports should be more detailed, containing notes and/or minutes of the events, as well as agenda, presentations, main agreements, recommendations and decisions, participants lists, and photographs). These reports will adhere to clauses stipulated in terms of contract by CCCCC.

f) Prepare project progress reports for presentation at steering committee meetings and to meet other required project reporting to CCCCCs.

g) Monitor and provide administrative support to procurement staff for the procurement of professional services and the procurement of supplies, goods and other services for the project in accordance with the CCCCCs procurement manual and project contract. Also, receive and review the validity of all invoices and all necessary attachments to request payments for services and goods and verify invoices and request for payments issued by project personnel.

h) Facilitate intra and interagency coordination, and interface with local agencies, ministries and civil society organizations, and stakeholders of the SCMCA.

i) Supervise the promotion and visibility of the project nationally.

j) Coordinate project management team meetings.

- k) Maintain inventory of all equipment and material purchased for use by the project to support implementation of project activities, including for support of project management.
- l) Promote the drafting and implementation of a memorandum of understanding (MOU) among collaborating agencies. The Agreement will set out the roles and responsibilities of each agency for overall cooperation and clarity in the course of Project implementation;

2. Functions

The Project Manager shall have the following functions:

- a) To coordinate and support the execution of all project activities. These include:
 - i. Coordinating with the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour, Forestry Department and Soil and Water Conservation Unit in the Ministry of Agriculture, Forestry, Fisheries and Rural Transformation and the Physical Planning Department, Ministry of Health and the Solid Waste Management Unit in mapping land-based point sources of pollution along three river courses in the South Coast water shed, reforesting river banks, clean up of rivers, planting of mangroves and underwater clean up at the South Coast Marine Conservation Area (SCMCA);
 - ii. To organize workshops and consultations, including the mobilization of representatives from government agencies and community groups;
 - iii. Coordinating with SVGCC and Fisheries Division to support the upgrade of labs and facilitate training of teachers;
 - iv. Coordinating with CCCCCs for the hiring of a consultant and other key stakeholders including the Ministry of Health, Physical Planning and the SVG Hotel and Tourism Association to facilitate the design and installation of grey water treatment and waste (sewerage) treatment systems;
 - v. Coordinating with Fisheries Division and hired consultants to establish baseline data for two AGGRA sites, establish plots, annual AGGRA surveys, installation of reef patches, bathymetric survey and hydrodynamic simulation s at the SCMCA;
 - vi. Coordinating with the CCCCCs for the hiring of consultants to draft standards and guidelines for new development and alterations along the coast, design and implement coastal interventions modification of jetties and installation of ground water dewatering units;
 - vii. Coordinating with the CCCCCs for the hiring of contractors to install moorings and reconstruct boardwalk at the SCMCA;

- viii. Coordinating with the NPRBA Project Coordinator and Project team to access communication materials for class room based programmes, jingles and other communication activities and/or needs for the SCMCA Project;
- ix. Other related tasks, as assigned by the Director, Project Coordinator, PSC and the CCCCCs:
 - b) To ensure effective communication, coordination, and participation of national agencies and civic society groups in all aspects of the Project;
 - c) To coordinate project activities with the Project Coordinator, project management staff, including consultants, and with PSC, where appropriate;
 - d) To advise the Project Coordinator, PSC and the CCCCCs on all matters relevant to the implementation of in-country project activities, including the selection of local consultant and technical services.
 - e) To assure the proper use of all equipment and materials made available by the Project to the SCMCA
 - f) To disseminate nationally all regional and national reports, training documents, and educational materials relating to the Project or produced under the Project, and to ensure the timely input and feedback of local stakeholders, agencies, and consultants with respect to the same.
 - g) To participate in and facilitate semi-annual reviews, as well as the mid-term and final reviews of the Project

3.Deliverables

- i. Provide Initial work plan and methodology for start-up and there after monthly summary work plans and updates
Final work plan
 - ii. First Operational Report
 - iii. Quarterly Operational Report
 - iv. Final Operational Report - A final operational and accompanying financial report at the time of completion of the Project (this must be submitted to the Contracting Authority within six (6) weeks after the expiration of the Project).
 - v. Progress reports for PSC meetings
 - vi. Preparation of MOU
 - vii. A current and comprehensive portfolio of project information including; meeting notes, maps and photographs, stakeholder contacts lists, relevant reports, and other information in support of project preparation and implementation submitted as a compressed folder of files or CD.
 - viii. Preparation of Tender dossiers for all consultancy services.
- The Project Manager will support the initiation, planning/development, execution,

monitoring and reporting as the chief of the Project Management Unit. The following are amongst the key criteria by which the Project Manager will be selected.

4. Qualification and Experience

- Undergraduate Degree in Project Management, Natural Resource Management, Environmental Science or related field.
- A minimum of three (3) year's experience in coordinating implementation of projects and working with diverse stakeholders, professionals, and agencies.
- Excellent communication and writing skills in English.
- Ability to prepare progress reports and assessments.
- Experience in managing and working with multidisciplinary teams, particularly with international/regional agencies; capacity for intellectual leadership and skill in working with colleagues and collaborators of different national and disciplinary backgrounds.

Information-Technology Skills

- MS Office
- Knowledge of project management applications would be an asset

5. Remuneration Package:

Compensation will be a maximum of US\$ 21,440 and shall be commensurate with qualifications and experience.

(NB: Salary based on qualification and experience, and also linked to expected outputs)

6. Criteria for Responsivity

Interested persons are invited to submit their expression of interest at the address listed below covering the points outlined in the ToR and accompanied by the following application documents:

- a. Letter of motivation outlining how your experience, skills, qualifications and professional networks fit with the required job description.
- b. Curriculum Vitae or Resume with full details of experience, achievements, qualifications; and
- c. Contact details of three references including name, telephone number and email address

A, B and C above are considered the criteria for responsivity and any omission or failure to submit any one of the documents above will result in candidates' CVs not being evaluated.

Applications should be submitted to: Attention: Allison Williams, Procurement Officer, Caribbean Community Climate Change Centre, Belmopan, BELIZE, Tel: No.: 501-822-1104, 501-822-1094, Fax.: 501-822-1365, procurement@caribbeanclimate.bz

7. Evaluation and Contract Award

Responsive candidates will be evaluated as per evaluation scale below. The Candidate with the highest score above the minimum score of 80% will be invited to negotiate a contract:

#	Description	Weighting
Minimum Technical Score – 80 points		
A	Undergraduate Degree in Project Management, Natural Resource Management, Environmental Science or related field	25
B	A minimum of three (3) year's experience in coordinating implementation of projects and working with diverse stakeholders, professionals, and agencies.	35
C	Excellent communication and writing skills in English.	5
D	Ability to prepare progress reports and assessments.	10
E	Experience in managing and working with multidisciplinary teams, particularly with international/regional agencies; capacity for intellectual leadership and skill in working with colleagues and collaborators of different national and disciplinary backgrounds	15
F	Information Technology Skills <ul style="list-style-type: none"> • MS Office 	5
G	<ul style="list-style-type: none"> • Knowledge of project management applications would be an asset 	5
	Total	100

8. Project Management

The Project Manager will report directly to the Director, NPRBA who will oversee the overall management of the project specifically administration. The Director, in consultation with the in-house coordinator will provide the requisite approvals and feedback on the Project Manager's work. There must also be collaboration with the National coordinator in the preparation and review of submission to the Project Implementation Unit.