

Terms of Reference - Project Manager, Ashton Lagoon Restoration

Sustainable Grenadines Inc.

1. Position Information

Project Title:	Restoring Ashton Lagoon's Ecosystem to Promote Nature Based Adaptation to Climate Change while Creating Sustainable Livelihoods Opportunities for the people of Union Island
Procurement ID#:	AS11
Job Title:	Project Manager
Duration of Employment:	14 months Start Date: 1 st August 2017
Working Nature:	Full-time assignment
Working Hours:	40 hours per week
Duty Station:	Sustainable Grenadines Inc. (SusGren), Union Island, St. Vincent and the Grenadines
Supervisor:	Orisha Joseph, SusGren Program Manager

2. Background

Sustainable Grenadines Inc (SusGren) is a bi-national NGO that is empowering the people of the Grenadines to develop a prosperous and sustainable blue economy. Through partnerships with the governments of Grenada and Saint Vincent and the Grenadines, grassroots organizations and the private sector, we are improving natural resource management in the Grenadines, an area of outstanding biodiversity value that contains the most extensive coral reefs in the south eastern Caribbean.

We are about to implement a project to restore the ecosystems of Ashton Lagoon in Union Island, Saint Vincent and the Grenadines, develop opportunities in eco-tourism for local people, and reduce climate change vulnerability. The project is funded by the German Development Bank KfW through the Caribbean Community Climate Change Center. The title of the project is *"Restoring Ashton Lagoon's Ecosystem to Promote Nature Based Adaptation to Climate Change while Creating Sustainable Livelihoods Opportunities for the people of Union Island."*

Through this project, we will perform engineering works to restore water circulation to the leeward side of the abandoned marina in Ashton Lagoon and re-establish the connection between the largest mangrove forest in Saint Vincent and the Grenadines and the sea, thus restoring its function as an important fish nursery ground. We will develop eco-tourism infrastructure (nature trails, wildlife viewing towers, an interpretive centre and yacht moorings) and train local people as specialist tour guides. We will also raise awareness of climate change and actions communities can take to adapt.

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

A: To restore the Ashton Lagoon ecosystem including its mangroves and salt pond habitat to create a conducive environment for fisheries, coral and mangrove restoration and bird habitat, while increasing the coastal resilience to Climate Change.

B: To strengthen community resilience to climate change for long term adaptive management of Ashton Lagoon while promoting opportunities for sustainable livelihoods and ecosystem resilience to climate change impacts.

C: To implement an effective communication, education and awareness program for the Ashton Lagoon Area to increase awareness and appreciation of natural resources management and climate change adaptation among the public, stakeholders and government.

We seek an experienced project manager to manage this project. This is a full-time, temporary position until end of September 2018. The Project Manager will report to the Program Manager.

3. Responsibilities

The role of the Project Manager is to provide coordination, project management and logistical support for the implementation of the project. To accomplish this role, the Project Manager will collaborate closely with the SusGren Director, SusGren Program Manager, CCCCC National Project Coordinator (NPC), Project Oversight Committee (POC), CCCCC Project Implementation Unit, the Implementation Consultant and other government partners and stakeholders.

The main duties of the project manager will be to:

Facilitate procurement

- Support the procurement of all goods and services for the project, including writing terms of reference, evaluating bids together with colleagues from SusGren and CCCCC, organizing evaluation committee meetings, assisting with writing and negotiation of contracts and other administrative tasks, in accordance with SusGren and CCCCC policies.

Manage, monitor, evaluate and report on project activities and results

- Oversee contractors' work, ensuring that deliverables are completed on time and to the required standard.
- Organize training sessions, workshops, oversight committee meetings and stakeholder information/consultation sessions.
- Track progress on project activities against budget and schedule.
- Oversee the collection of data to measure project results.
- Manage, analyze and interpret data to measure project results and make recommendations for changes to the project if necessary.
- Write narrative reports on project activities and results to CCCCC.
- Monitor and evaluate the performance of contractors working on the project.

- Enhance project visibility by facilitating positive media coverage of the project purpose and progress.
- Support knowledge management component in the identification, evaluation and documentation of best practices and knowledge products relevant to the implementation of the CPCCA Projects and similar intervention in the future.
- Directly assist Short Term Expert (STE) with monitoring and evaluation of the project's objectives as referenced by its Log Frame.

Manage the project finances

- Prepare four-month expenditure projections and requests for disbursement of funds.
- Process payments to suppliers and contractors from SusGren (for contracts <US\$10,000), and request direct payments to suppliers and contractors from CCCCC (for contracts >US\$10,000)
- Put in place proper quality control systems to ensure error-free financial submissions to CCCCC.
- Maintain up-to-date records of project finances.
- Manage supporting documentation for all project financial transactions.
- Document in-kind contributions to the project.
- Write financial reports to CCCCC.

Reporting

- Prepare quarterly and final operational and financial reports on the project as per the terms of SusGren's grant agreement with CCCCC.
- Prepare project progress reports for presentation at Oversight Committee meetings and to meet other required project reporting to CCCCCs.
- Organize and document project meetings, including project Oversight Committee meetings.
- Maintain inventory of all equipment and material purchased for use by the project.

4. Deliverables

The Project Manager shall be paid upon satisfactory completion of the following deliverables.

- An initial report including a work plan with key targets and proposed methodology.
- Quarterly narrative and financial reports submitted to CCCCC as per the terms of the grant agreement between CCCCC and SusGren.
- Monthly narrative reports detailing satisfactory progress on project activities, outputs and outcomes submitted to CCCCC. NB: In months with a quarterly report, a monthly report is not required.
- Final narrative and financial reports submitted to CCCCC as per the terms of the grant agreement between CCCCC and SusGren.

5. Qualifications and Experience

The successful candidate will possess the following qualifications, skills and attributes:

- At least three years' experience managing projects of a similar size.
- At least three years' experience with procurement and financial management, including the ability to develop high quality terms of reference for construction/engineering contracts and other technical work.
- Ability to write and negotiate contracts.
- Excellent numeracy and Excel skills.
- Excellent written and spoken communications skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills and the ability to work in a multi-cultural environment.
- A bachelors degree in a relevant field (business administration, accounting, project management, engineering, environmental management, sustainable tourism, or related field).
- Professional accreditation in project management will be an asset.
- Experience working in the Grenadines.

6. Remuneration package

Compensation will be a maximum of US\$ 37,778 and shall be commensurate with qualifications and experience.

7. Criteria for Responsivity

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

- a. Letter 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 and qualifications;
and
- c. Contact details for three referees including name, telephone 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.

8. Evaluation and Contract Award

Responsive candidates will be evaluated as per the 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	A bachelors degree in a relevant field (e.g. business administration, accounting, project management, engineering, environmental management, sustainable tourism, or related field). Professional accreditation in project management.	25
B	At least three years' experience with procurement and financial management, including the ability to develop high quality terms of reference for construction/engineering contracts and other technical work.	35
C	At least three years' experience with projects of a similar size.	10
D	Ability to write and negotiate contracts.	5
E	Numeracy and Excel skills.	5
F	Written and spoken communications skills.	5
G	Organizational skills and attention to detail.	5
H	Interpersonal skills and the ability to work in a multi-cultural environment.	5
I	Experience working in the Grenadines.	5
	Total	100

Application Submission Procedure

Applications should be submitted to:

Attention: Allison Williams
Procurement Officer
Caribbean Community Climate Change Center
Belmopan
BELIZE.
Tel. No.: 501-822-1104, 822-1094. Fax No.: 501-822-1365
Email procurement@caribbeanclimate.bz.
The closing date for applications is 7th June, 2017.