

## **Request for Expression of Interest**

### **Job Opportunity!**

#### **Summary**

Saint Vincent and the Grenadines has received grant funds under the United Nations Framework Convention on Climate Change (UNFCCC), administered by the Global Environment Facility (GEF) through the United Nations Environment Programme (UNEP), to prepare the Third National Communication (TNC) and the Initial Biennial Update Report (BUR1) to the UNFCCC and intends to apply part of the proceeds to consulting services.

**Position:** Consultant- Ministry of Tourism, Civil Aviation, Sustainable Development and Culture.

Applications are invited from suitably qualified persons to fulfill the role of Consultant, for the development of a combined Project Implementation Plan (PIP) which will cover both the TNC and BUR1. The Consultant will be required to conduct preparatory assessments and consultations for the preparation of a GEF compliant project proposal to implement the St. Vincent and the Grenadines' TNC and BUR1 to the UNFCCC.

#### **Qualifications and Experience**

##### **Applicants should possess the following:-**

- Post graduate degree in environmental science or related field. Qualifications in project development or development studies would be an asset.
- At least five (5) years of demonstrated experience in project development/assessment;
- At least two (2) similar assignments in the development of NC and/or BUR project proposals completed within the last three (3) years and demonstrated knowledge of current UNEP/GEF formalities and project development requirements;
- Proven experience and skills in facilitation of multi-stakeholder workshops and broad-based consultative processes and at least two stocktaking exercises for NCs and/or other climate change enabling activities;
- Demonstrated experience with development plans and priorities in Small Island Developing States (particularly the Caribbean), especially in the area of climate change and development;
- Familiarity with National Communications and other processes under the UNFCCC; and,
- Excellent written and oral communication skills in English.

##### **Specific responsibilities:**

- Preparing a detailed work plan for the preparation of the PIP and related consultations.
- Reviewing the relevant reports, technical studies, and other related documentation to inform the NC/BUR process.
- Identifying relevant existing and new stakeholders for scoping and PIP preparation.
- Developing strategies for stakeholders' engagement in order to ensure participation in the preparation of the TNC and BUR1

- Update the project institutional setup.
- Preparing ToRs for the relevant teams/personnel for the project
- Undertaking at least two (2) rounds of consultations.
- Preparing the PIP for the TNC and BUR1.
- Undertaking any other actions related to the project at the request of the Client (Sustainable Development Unit).

### **Closing Date for Applications**

Applications, accompanied by proof of qualifications should be sent to the Permanent Secretary, Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, 2<sup>nd</sup> Floor, NIS Building, Bay Street, Kingstown, to reach to her no later than **May 31<sup>st</sup>, 2023**.

Please visit website ([www.gov.vc](http://www.gov.vc)) for more details about the position and application process.