

**Ministry of Economic Growth and Job Creation
Climate Change Branch**

**Learning-by-doing preparation of the Fourth National Communication and Second
Biennial Update Report to the UNFCCC**

Job Description: Project Coordinator

**Prepared by:
Climate Change Branch
January 2024**

Terms of Reference for Project Coordinator

1. BACKGROUND

- 1.1.1** In keeping with the commitments under Article 4 paragraph 1 and Article 12 paragraph 1 of the United Nations Framework Convention on Climate Change (UNFCCC), each Party must provide periodical reports to the Conference of the Parties to the UNFCCC. Reports shall be prepared based on the Guidelines for the Preparation of National Communications from Parties not included in Annex I of the Convention adopted at the 10th Conference of the Parties and are contained in Decision 17/CP.8.
- 1.1.2** Jamaica submitted its initial National Communication (NC) to the Executive Secretary of the UNFCCC at the 6th Conference of Parties in The Hague, Netherlands in November 2000. The Second National Communication was submitted at the 17th Conference of Parties in Durban, South Africa in December 2011 and the Third National Communication at the 24th Conference of Parties in Bonn, Germany in 2018.
- 1.1.3** The first Biennial Update Report (BUR) was submitted in 2016 at the 22nd Conference of Parties held in Marrakesh, Morocco.
- 1.1.4** The Climate Change Division of the Ministry of Economic Growth and Job Creation is Jamaica's Focal Point to the UNFCCC and the executing agency on behalf of the Government of Jamaica. The United Nations Development Programme (UNDP) is the Implementing Agency of the Global Environment Facility (GEF). Funding was based on the Operational Procedures for Expedited Financing of National Communications from Non-Annex I Parties (GEF/C.22/Inf.16).

2. PROJECT SCOPE

- 2.1** The key outcomes of the enabling activities to prepare Jamaica's Fourth National Communication and Second Biennial Update Report are the following:
- 1.** Fulfil reporting requirements under Article 12 of the Convention with respect to national communication from Non-Annex One Parties and decisions adopted in Doha to enable the preparation of BURs.
 - 2.** Further strengthen the technical and institutional capacities of Jamaican institutions to implement the Convention, as well as provide support for the integration of climate change considerations into national and sectoral development priorities.

3. Enhance the capacity and efficiency for the continuous preparation of national communications and biennial update reports.

2.2 The project will also achieve the following:

- 2.2.1 Continue the implementation of awareness activities on climate change that interact with targeted audiences of various age groups including students, teachers, teacher trainers, government officials, members of the private sector, non-government organizations, civil society, and the general public, while improving women's participation.
- 2.2.2 Build a national consensus to facilitate activities to mainstream climate change issues into relevant social, economic, scientific and environmental policies, programs and strategies, while integrating a gender approach, in particular, those for low carbon development and adaptation to the adverse effects of climate change.
- 2.2.3 Assess the vulnerability to climate change of additional communities that will be identified and prioritized for potential adaptation options in a series of case studies. A gender approach will be incorporated in the community-based assessments where the most vulnerable groups have been identified as women, children and the elderly and the majority of the households are headed by single mothers.
- 2.2.4 Strengthen the capacity of Jamaica to participate in the ongoing climate change negotiations under the UNFCCC which will enable more effective representation on the international level for Jamaica and other small island developing states.
- 2.2.5 Respond to the identified gaps and constraints identified in the process of drafting the Forth National Communication

SCOPE OF WORK

- 2.2.6 The Project Coordinator's (PC) chief role is to provide project management oversight for all components of the project and is expected to:
 - ⇒ Manage the daily operation of the project on behalf of the Implementing Partner within the constraints outlined by the Project Board.
- 2.2.7 Provide project management oversight for all components of the project, particularly overseeing the processes involved in compiling the Fourth National Communication and Second Biennial Update Report. Ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified time and scope of the project.

Specific Duties

3.1 The Project Coordinator will be responsible for the following tasks:

- **Effective management and oversight focusing on the following:**
 - a) Oversight and guidance for the compilation of the 4th National Communication and 2nd Biennial Update Report;
 - b) Oversee and guide the implementation of the knowledge management and communication activities of the project including lessons learnt;
 - c) Plan project activities and monitor progress against the approved workplan;

- **Ensures the administration and implementation of the project strategies focusing on the following:**
 - d) Make recommendations for modifications to the project activities and where relevant, submit proposals and all relevant documents for review to the Project Board, UNDP, Technical Assistant and the Technical Coordinator.
 - e) Execute activities by managing personnel, goods and services, assist with conducting capacity building sessions and drafting key project related documents to include but not limited to: low-value grants, terms of reference and overseeing all contractors' work.
 - f) Oversee the progress of the project components conducted by local and international experts, consultants, and cooperating partners;
 - g) Assist with the preparation and submission of technical documents and requirements about the project as relevant;
 - h) Ensure that the project utilizes best practices and experiences from similar projects;
 - i) Solve all administrative issues that may arise during the project;
 - j) Monitor events as determined in the project monitoring plan and update the plan as required;
 - k) Monitor and track progress against the GEF Core indicators;
 - l) Provide support for completion of assessments required by UNDP, spot checks and audits;
 - m) Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form;
 - n) Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
 - o) Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results;

- p) Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities;
- q) Prepare and submit narrative and financial reports to UNDP on a quarterly basis;
- r) Manage and monitor the project risks – including social and environmental risks;
- s) Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF Project Implementation Report submission deadline so that progress can be reported to the GEF.

4. NATIONAL COORDINATOR DELIVERABLES

The Project Manager will be responsible for the delivery of the following outputs:

- i. Project Management Plan prepared to include but not limited to
 - Stakeholder Management Plan
 - Knowledge Management Plan
 - Implementation Plan
 - Risk Management Plan
- ii. Detailed reports of project progress
- iii. Terms of References of the staff, technical consultants, and specialists to be hired for the project
- iv. Quarterly reports detailing activities executed by the consultant, all stakeholders' work, and progress of the project to be presented to UNDP & CCB (in the specified formats);
- v. A final report documenting lessons learnt that summarizes the work carried out by consultants and stakeholders during the period of the project, as well as the status of the project outputs at the end of the project;
- vi. Minutes of meetings inclusive of the Project Board/Steering Committee and/or consultation processes;
- vii. Yearly Project Implementation Report/Annual Project Report;
- viii. Adaptive management of project
- ix. End of project report for the UNDP

5. CHARACTERISTICS OF ENGAGEMENT

Required Language:	Proficiency in English
Type of Contract:	Project Staff
Duration of Engagement:	The contract will be issued for an initial period of 4 months and is renewable upon extension of the project.
Date of Engagement:	June 1, 2024
Engagement Modality:	Full-time (occasionally required to work beyond normal working hours)
CCB's Support:	CCB will provide office space, computer and office equipment, field equipment, and project documentation.
Appraisal:	The Project staff will be appraised semi-annually.
Probationary Period:	Not applicable
Remuneration amount:	USD 3000 per month

6. QUALIFICATIONS AND EXPERIENCE

a. Education

- I. A graduate academic degree in Environmental Science or related field or;
- II. Relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience.
- III. Training and or certification in Project Management (PMP or PRINCE2 certification will be an asset)

b. Work Experience and Related Knowledge

- I. Minimum of three years of experience in project coordination and working in the area of Climate Change Adaptation and Mitigation or related field.
- II. At least three years of demonstratable project/programme management experience.
- III. At least three years of experience working with Ministries, national or local institutions that are concerned with climate change adaptation and mitigation.
- IV. Experience in facilitating consultative processes.
- V. Proven ability to promote cooperation between and negotiate with a range of stakeholders, and to organize and coordinate multi-disciplinary teams.
- VI. Demonstrable ability to organize, facilitate, and mediate technical teams to achieve stated project objectives.

- VII. Demonstrable knowledge of climate change landscape within the national, regional and global context with a sound understanding of the UN Framework Convention on Climate Change.

c. Key Competencies

- High ethical standards
- Strong leadership and team-building skills and positively influence others to achieve objectives.
- Self-motivated and able to work under the pressure.
- Familiarity with logical frameworks and strategic planning.
- Strong computer skills.
- Flexible and willing to travel as required.
- Excellent communication and writing skills in English.
- Ability to deliver results on time, on budget and at the very highest standard.
- Effective communication skills using appropriate communication tools and techniques.
- Creativity and innovation to develop new and unique ways to improve operations of the organization and to create new opportunities.

7. EVALUATION

Proposals will be evaluated based on suggested approach, general and specific experience and qualifications, demonstrated similar work conducted before, and referrals.

8. CONFLICT OF INTEREST

No Consultant involved in this assignment shall have conflict of interest. Accordingly, it is required that the Consultant:

- i. Provide impartial, objective and professional advice;
- ii. Hold the interest of the Government and people of Jamaica as paramount;
- iii. Provide advice that does not conflict with other assignments nor their corporate interests;
- iv. Assigned to this activity not be in conflict with any prior or current obligations/assignments to/with other clients and must be in a position to complete the assignment in a manner consistent with 'ii' above.
- v. Shall not be hired if the individual has a close business or family relationship with a professional staff of this client that is involved (directly or indirectly) in any part in: 1) the preparation of the Terms of Reference (ToR) related to this assignment; 2) the selection process for the award of contract and 3) the supervision of the contract.

9. REPORTING REQUIREMENTS

The Consultant will report directly to the Principal Director of the Climate Change Branch (CCB) of the Ministry of Economic Growth and Job Creation (MEGJC), for contractual and administrative arrangements.

10. SUBMISSION REQUIREMENTS

Applications along with résumés are to be submitted **no later than April 23, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
25 Dominica Drive
Kingston 5**

Or email: human.resources@megjc.gov.jm