**TERMS OF REFERENCE**

**CONTRACTING OF A CONSULTANT TO LEAD THE IMPLEMENTATION OF THE PROJECT ENTITLED**

**“***Impact Assessment of Climate Change on the sandy shorelines of the Caribbean: alternatives for its control and resilience”*

1. **CONTEXT**

The Association of Caribbean States (ACS) is a regional intergovernmental organisation that was established by virtue of the Convention Establishing the Association of Caribbean States done in Cartagena de Indias in July 1994. Article III of the Convention identifies its purpose as that of “consultation, cooperation and concerted action” in order “to identify and promote the implementation of policies and programmes”.

The Caribbean Sea Commission (CSC) of the ACS is charged with the preservation and protection of the Caribbean Sea. In recognition of this mandate and cognisant of the impacts of climate change on the sandy shorelines of the Caribbean, the ACS at the 7th Summit of the ACS held in Havana Cuba in June of 2016 presented a project entitled “*Impact Assessment of Climate Change on the sandy shorelines of the Caribbean: alternatives for its control and resilience”.*

The ACS seeks a Project Manager to lead the implementation of this upcoming regional Coastal Erosion monitoring project funded by the Korean Oversees Cooperation Agency (KOICA) and led by the Cuban Ministry of Environment and Natural Resources.

1. **OBJECTIVE**

This project seeks to improve the management of coastal erosion and sea level rise in ACS member states through the creation of regional erosion monitoring network and delivery of targeted training programmes.

1. **SCOPE OF WORK**

Under the direction of the CSC Programme Coordinator, the Project Manager will be responsible for overseeing the planning, budgeting, implementation and monitoring of the Project activities. He/she will report on the project’s activities to all stakeholders in conformity with KOICA reporting requirements. He/she will act as the focal point for all matters related to the Project and when necessary, must represent the ACS Secretariat at meetings of the organisation and at other meetings and conferences of interest to the ACS.

The main Responsibilities of the Project Manager will include but not limited to the following:

* 1. Project Management

1. Define the scope, goals and deliverables in collaboration with the Caribbean Sea Commission (CSC) Programme Coordinator, Secretary General and relevant stakeholders;
2. Create and manage a detailed work plan and corresponding project timelines which identifies and sequences the activities needed to successfully complete the project;
3. Lead the drafting and review of Biannual Updates and Annual Narrative and Financial reports in accordance with KOICA Guidelines;
4. Determine the objectives and measures upon which the project will be evaluated at its completion;
5. Coordinate project communications amongst key project stakeholders, particularly managing the communications of the project focal point network;
6. Develop a detailed project communication plan under the guidance and support of the Communications Unit.
   1. Project Implementation
   2. Host key project meetings in coordination with the Conference and Protocol Officer;
   3. Develop forms and records to document project activities, ensuring that all project information is appropriately documented and secured;
   4. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project;
   5. Establish a communication schedule to report on the progress of the project to all stakeholders;
   6. Implement and manage project changes and interventions to achieve project outputs and standards;
   7. Travel from time to time to facilitate the activities related to the implementation of the Project.
   8. Financial Management
7. Manage all project funds according to established ACS policies and procedures ensuring that expenses do not exceed agreed upon budget, in coordination with the Finance Manager;
8. Present reports defining project progress, problems and solutions to all stakeholders.
   1. Project Monitoring and Evaluation

Collaborate with the CSC Program Coordinator and Project Focal Points to develop a detailed project monitoring and evaluation plan which takes into account KOICA and ACS benchmarks as it relates to the ACS Plan of action.

1. **RESULTS/DELIVERABLES**

The Deliverables expressed therein is not an exhaustive list and represents only a segment of the work that is to submitted by the Consultant to the Secretary General for approval:

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| Results | Timeframe for Delivery |
| Initial Report that shall include, among other elements, the detailed Methodology proposed and a Project Management Plan/Schedule | Within two (2) weeks from the signing of the contract |
| First Interim Report on the progress made and the status of the project.  Following this First Interim Report, the two parties would subsequently decide on the deliverables/milestones to be achieved taking into account any matters arising to date. | Within six (6) weeks from the signing of the contract. |
| Status update meeting with the Secretary General accompanied by a written report | Monthly |
| Continued Interim Status Project Reports | Within the duration of the Contract |

1. **DURATION**

The terms and conditions of the CONTRACT shall be applied during the period of duration of the CONTRACT which shall be for an initial period of two (2) years, beginning on the date of its signature or the actual date on which the WORK commences, whichever is earlier.

1. **REMUNERATION PACKAGE**
2. A Monthly Salary of US$3,000 (tax free) for the duration of the Contract;
3. Payment of per diem and other travel expenses when required to travel on official assignments outside of Trinidad and Tobago;
4. Purchase of air ticket to and from Trinidad;
5. The Consultant will be responsible for arranging at his/her own expense any form of insurance covering his/her period of services.
6. **QUALIFICATION AND EXPERIENCE**

Eligible Consultants must possess the following qualifications and experience:

* A Post Graduate University Degree (Master’s degree or equivalent) in Project Management, Business Administration or other similar discipline;
* A Post Graduate University Degree (Master’s degree or equivalent) in Environmental Management or Marine Environmental Management in combination with appropriate project management will be considered in lieu of a degree in Project Management or Business Administration;
* Minimum of four years’ practical working experience in management and implementation of technical cooperation projects. Work experience must include at least one year of project leadership experience;
* Certification as a project management professional (PMP) is desirable;
* Previous project management experience on Oversees Donor Agency projects will be considered a significant asset;
* Previous experience in Environmental Management or Marine Environmental Management will be considered an asset;
* Working in an international or inter-governmental organisation will be considered an asset;

1. **KNOWLEDGE AND COMPETENCIES**

* Excellent communication and presentation skills;
* Fluency in one (1) of the official languages of the ACS (i.e. English, Spanish OR French) other than the native language;
* Strong leadership, management and negotiation skills;
* Strong technical knowledge of Marine Environmental Management and or Coastal Erosion and/or Environment related subjects;
* Knowledge of project management techniques and tools;
* Proficiency in Project Management Software;
* Planning and organising Skills;
* Analytical and Problem Solving Skills;
* Establishing and maintaining partnerships with internal and external parties in a multicultural environment.

1. **ADDITIONAL INFORMATION**

This document constitutes only a solicitation of interest in and proposal for providing project management expertise services to ACS/KOICA and shall not be interpreted as an offer by the ACS/KOICA to enter into a retainer agreement for such services. Your response will be treated as an offer to provide such services and not an acceptance of any offer made by the ACS/KOICA.

The Consultant must be willing to reside in Trinidad and Tobago for the duration of the Contract.

The ACS facility will be available between the hours of 9.00 am to 5.00 pm. The Consultant can utilise the facility during these hours in order to carry out his/her functions.

1. **SUBMISSION OF DOCUMENTS**

Eligible Consultant(s) should submit in electronic format to [hrcontact@acs-aec.org](mailto:hrcontact@acs-aec.org) the following:

1. Statement of relevant experience that includes similar assignments executed in/under execution in the last (5) five years;
2. Indication of availability to carry out the Consultancy during the period;
3. Supporting documents such as curriculum vitae, stating nationality and foreign language proficiency (i.e. basic/intermediate/fluent) are to be attached as appendices.

Documents must be addressed to:

Her Excellency, Ambassador, Dr. June Soomer

Secretary General

Association of Caribbean States

5-7 Sweet Briar Road, St. Clair

PO Box 660, PORT OF SPAIN

Tel: 868-622-9575

Fax: 868-622-1653