ACS AEC
ASSOCIATION OF CARIBBEAN STATES
ASOCIACION DE ESTADOS DEL CARIBE
ASSOCIATION DES ETATS DE LA CARAIBE

TERMS OF REFERENCE
CONTRACTING OF A CONSULTANT (PROJECT MANAGER) 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 defines the organisation as one of "consultation, cooperation and concerted action" whose purpose is "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 and its member countries adopted the decision to address this problem comprehensively at the regional level at the First Symposium of the Caribbean Sea Commission held in 2015, in Port of Spain, Trinidad and Tobago. On April 28th, 2017, in the Republic of Trinidad and Tobago, the Grant Arrangement between the Korea International Cooperation Agency (KOICA) and the ACS was signed to start the project that would contribute to the preservation and conservation of the Caribbean Sea for the benefit of the Member States called ***"Impact Assessment of Climate Change on the Sandy Shorelines of the Caribbean: Alternatives for its Control and Resilience";*** (Sandy Shorelines Project). The participating Member States in this project are: Antigua and Barbuda, Costa Rica, Cuba, Dominican Republic, Guatemala, Haiti, Jamaica, Panama and Trinidad and Tobago.

The Sandy Shorelines project is comprised of the following six (6) components:

- Component 1 – Establishment of focal point network and needs assessment
- Component 2 – Development of Institutional Capacity
- Component 3 – Establishment of the regional erosion monitoring network
- Component 4 – Preparation of beach rehabilitation projects
- Component 5 – Production of a beach rehabilitation manual
- Component 6 - Hosting of the 1st Beach Preservation Conference

The project began full implementation in 2018 with the execution of Components 1 and 2. In 2019, the project initiated implementation of Components 3 and 4. This work will continue from 2021 into 2022 in addition to the execution of the Components 5 and 6. **The project will come to an end on 30th June, 2022.**

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The ACS seeks a Project Manager to supervise and continue implementation of this regional coastal erosion monitoring project funded by the Korean Oversees Cooperation Agency (KOICA) with technical support from the Cuban Ministry of Environment and Natural Resources.

2. OBJECTIVE

To recruit a suitably qualified candidate to manage the implementation of the Sandy Shorelines project in nine (9) ACS Member States for the period of one (1) year.

3. SCOPE OF WORK

Under the direction of the Director and Adviser for Disaster Risk Reduction, Environment and the Caribbean Sea (DECS), 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 be limited to the following:

3.1. Project Management

a) Revise and continuously update the scope, goals and deliverables in collaboration with the Director (DECS), Secretary General and relevant stakeholders;

b) Revise and manage a detailed work plan and corresponding project timelines which identifies and sequences the activities needed to successfully complete the project;

c) Lead the drafting and review of Biannual Updates and Annual Narrative and Financial reports in accordance with KOICA Guidelines;

d) Determine the objectives and measures upon which the project will be evaluated at its completion;

e) Coordinate project communications amongst key project stakeholders, particularly managing the communications of the project focal point network;

f) Collaborate with the Communications Unit of the ACS to develop communications strategy to promote and disseminate project results and achievements.

g) Maintain regular communication with focal Points and all relevant stakeholders in accordance with ACS protocol and procedures

3.2. Project Implementation

a) Host key project meetings in coordination with the Conference and Protocol Officer;

b) Develop forms and records to document project activities, ensuring that all project information is appropriately documented and secured;

c) Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project;

d) Establish a communication schedule to report on the progress of the project to all stakeholders;

e) Implement and manage project changes and interventions to achieve project outputs and standards;

f) Travel from time to time to facilitate the activities related to the implementation of the Project.

3.3. Financial Management

a) 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;

b) Maintain up to date financial records of all project expenditure and related documentation in coordination with the Finance Manager

c) Present reports defining project progress, problems and solutions to all stakeholders.

3.4. Project Monitoring and Evaluation

Collaborate with the Director and Adviser (DECS) and Project Focal Points to monitor and evaluate project progress as necessary.

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4. RESULTS/DELIVERABLES

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

Results	Timeframe for Delivery
Initial Report that shall include, among other elements, proposed revisions and updates to the current Work Plan	Within two (2) weeks from the signing of the contract
Status update meeting with the DECS and/or Secretary General accompanied by a written report	Biweekly
Continued Interim Status Project Reports according to the reporting schedule established in the Grant Arrangement	Throughout the duration of the Contract

5. DURATION

The terms and conditions of the CONTRACT shall be applied throughout the duration of the CONTRACT which shall be for an initial period of one (1) year, beginning on the date of its signature or the actual date on which the WORK commences, whichever is earlier.

6. REMUNERATION PACKAGE

a) A Monthly Salary of US$ 4,000.00 (tax free) for the duration of the Contract;

b) Payment of per diem and other travel expenses when required to travel on official assignments outside of Trinidad and Tobago;

c) Purchase of air ticket to and from Trinidad;

d) Medical insurance for the consultant for the duration of the contraction period.

7. QUALIFICATION AND EXPERIENCE

Eligible Consultants must possess the following qualifications and experience:

- A Post Graduate University Degree (Master's degree or equivalent) in Physical Oceanography, Geophysical Engineering, Civil Engineering or other similar discipline in combination with appropriate project management;

- 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 Engineering;

- Minimum of five 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 within the Greater Caribbean region and working on International 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.

8. KNOWLEDGE AND COMPETENCIES

- Excellent communication and presentation skills;

- Fluency in two (2) of the three (3) official languages of the ACS (English, Spanish OR French);

- 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, flexibility;

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ASSOCIATION DES ETATS DE LA CARAIBE

- Establishing and maintaining partnerships with internal and external parties in a multicultural environment.

9. 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 or in those countries where the studies will be carried out for the duration of the Contract.

The ACS facilities will be made available to the Consultant (inclusive of a working space, computer equipment, etc.) between the hours of 9:00am-5:00pm Monday to Friday.

10. SUBMISSION OF DOCUMENTS

Eligible Consultant(s) should submit in electronic format to hrcontact@acs-aec.org with copy to cscmission@acs-aec.org the following:

I. Cover letter stating relevant experience that includes similar assignments executed in/under execution in the last (5) five years;

II. Indication of availability to carry out the Consultancy during the period;

III. 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:

Rodolfo Sabonge
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