

Terms of Reference Project Assistant

Project:	“Caribbean Small Island Developing States (SIDS) Multicountry Soil Management Initiative for Integrated Landscape Restoration and Sustainable Food Systems: Phase 1 (CSIDS_SOILCARE Phase 1).”
Post title:	Project Assistant
Contracting Authority:	The Partnership Initiative for Sustainable Land Management (PISLM).
Duration:	4 years
Duty station:	Antigua and Barbuda
Date of Issue:	15 th February 2022
Deadline:	28 th February 2022
To Apply:	<p>Individual consultants are invited to apply for this opportunity. Please email the Procurement Officer at DOE@ab.gov.ag, copied to jasonp.williams@ab.gov.ag the following:</p> <ol style="list-style-type: none"> 1. Cover Letter 2. Curriculum Vitae 3. List of Three References <p>Please use email subject line: Application for Project Assistant under the SOILCARE Project.</p> <p>In the event that clarification questions are asked, the answers will be found at this site: https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities</p>

BACKGROUND:

The “Caribbean Small Island Developing States (SIDS) Multicountry Soil Management Initiative for Integrated Landscape Restoration and Sustainable Food Systems: Phase 1 (CSIDS_SOILCARE Phase 1) Project was approved for implementation in September 2021. The objective of the CSIDS SOILCARE Phase 1 project is to strengthen Caribbean SIDS with the necessary tools for adopting policies, measures and best practices and support review of legal and institutional frameworks to achieve Land Degradation Neutrality (LDN) and Climate Resilience. This project will assist countries in reporting to the UNCCD and implementing their LDN Targets. The following countries are participating in the project: Antigua and Barbuda, Barbados, Belize, Grenada, Guyana, Haiti, Jamaica and St Lucia.

The Project has five components:

1. Update and strengthen national and regional soils information, technical capacity and coordination as a basis for improved decision making including on Sustainable Soil Management (SSM) and Sustainable Land Management (SLM)
2. Addressing the drivers of land degradation through the rehabilitation of land and soil degraded areas and the promotion of integrated landscape management and restoration and the identification and implementation of livelihood alternatives for communities
3. Resilience building to land degradation, natural disasters and climate change through climate smart agriculture and enhanced drought risk management
4. Enhancement of food systems and alternative livelihoods through the promotion of innovations in agriculture and livestock production systems and mobilisation of the private sector in support of LDN Special Climate Change Fund (SCCF)

5. Mainstreaming SLM and SSM, strengthening knowledge management, enhanced training and capacity development, the building of financial capability to implement SLM, the Regional LDN Strategy and monitoring and evaluation

PARTNERSHIP INITIATIVE ON SUSTAINABLE LAND MANAGEMENT (PISLM)

The Partnership Initiative on Sustainable Land Management (PISLM) consists of a series of commitments and action-oriented coalitions focused on deliverables, intended to translate political commitment into action. The PISLM serves as a mechanism to facilitate exchange of experiences and good land management practices between participating countries. Furthermore, the initiative serves as a mechanism for stimulating the replication of various approaches, tools and methodologies throughout the region.

PISLM was born out of a need to forge a strategic partnership in support of combating and degradation in Caribbean Small Island Developing States (SIDS), PISLM was formulated based on a decision made at the Caribbean Sub-Regional Workshop on Land Degradation held in Trinidad and Tobago in February 2004.

PISLM, led by the GM/UNCCD, and kick started during a Regional Workshop on Land Degradation held in Trinidad and Tobago in February 2004, is an expression of the translation of the aims of the United Nations Convention to Combat Desertification (UNCCD) into tangible deliverables. Forged among a number of institutions, the Partnership Initiative has a number of partners including the UNEP, FAO, GM/UNCCD, UNCCD Secretariat, CARICOM Secretariat, UWI, Civil Society (including RIOD), GTZ and Caribbean SIDS.

ORGANIZATIONAL LOCATION:

The Project Assistant will be based at the country where the officer resides. The Project Assistant will be accountable to the Project Manager located in Georgetown, Guyana, the Executing Agency for the Regional Project entitled “*Caribbean Small Island Developing States (SIDS) Multicountry Soil Management Initiative for Integrated Landscape Restoration and Sustainable Food Systems: Phase 1 (CSIDS_SOILCARE Phase 1)*.” The Project Assistant will be assigned to the Ministry of Agriculture, Fisheries and Barbuda Affairs in Antigua and Barbuda but will be contracted by the Partnership Initiative for Sustainable Land Management (PISLM).

OBJECTIVE OF THE POST:

The purpose of the **Project Assistance** post is to assist in supporting the planning and implementation of activities/processes, ensuring quality and results by:

- Providing support to project’s implementation, guaranteeing quality, efficiency and effectiveness.
- Supporting planning, monitoring and evaluation activities of the project, in articulation with the Project Manager.

DUTIES AND RESPONSIBILITIES:

Providing support to projects implementation, guaranteeing quality, efficiency and effectiveness.

- Provides administrative and operational support on implementation of project;

- Assist in projects Human Resources Management, efficient procurement and logistical services;
- Supports the elaboration of projects related Terms of Reference;
- Participation in selection processes for Letters of Agreement (LoA) signature, as well as undertake activities related to LoAs monitoring;
- Support in following-up on project auditing issues;
- Follow-up, on a daily basis, with project partners and donors, to guarantee smooth implementation of administrative and operational activities of the project;
- Elaboration of project revisions;
- Undertake other project related transactions, in line with project assistant profile;
- Maintain up-to-date files and records of project documentation;
- Provide logistical support for workshops and other meetings as tasked by the project manager;
- Process project-related travel arrangements;
- Perform any other tasks assigned by the Project Manager.

Supporting planning, monitoring and evaluation activities of the project, in articulation with the Project Manager.

- Support the elaboration of project work plans;
- Support the elaboration of project procurement plans;
- Support the organization of project reviews/tripartite meetings;
- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports;
- Perform any other tasks assigned by the Project Manager

Reporting structure

The **Project Assistant** will report to the Project Manager on a day-to-day basis and submit standard project reports (progress reports, financial reports, etc.) to him/her within set deadlines. The Project Assistant is required to be available to the Ministry of Agriculture, Fisheries and Barbuda Affairs for the duration of the project life term and applicants should not be engaged in full-time employment.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling PISLM's values and ethical standards;
- Promotes the vision, mission, and strategic goals of PISLM;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internet, power point and experience in handling of web-based management systems;

- Ability and sensitivity to work with a wide cross-section of partners, including Government, NGOs and private sector;
- Ability to form and maintain relationships through team work and needed networking;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Promotes knowledge management in PISLM and a learning environment in the office through leadership and personal example;
- A self-starter and able to inspire and influence action;
- Seeks and applies knowledge, information and best practices inside and outside PISLM;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to lead effectively, and possesses mentoring and conflict resolution skills;
- Excellent interpersonal skills, proven networking, team-building, organizational and communication skills.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure;
- An excellent team player.

Qualifications and Experience

Education

Graduate degree (Bachelors or equivalent) in environmental/natural resource management, conservation, management or a related field

Required Skills

- Leadership, negotiation, communication and trouble-shooting
- Project management
- Self-motivated and able to work remotely with minimum supervision
- Aware of and sensitive to government and civil society interactions/politics
- Able to prioritize, plan and coordinate work remotely and with various partners
- Able to work as part of a team
- Able to work in diverse and multicultural environments
- Demonstrable sound work ethics
- Excellent oral, written, mass and interpersonal communication skills
- Excellent analytical skills and demonstrated skills in report writing
- Fully computer literate

Experience

- Minimum of three years' experience in natural resource management and related project

implementation and/or project management, with a proven track record of achieving results

- Experience in monitoring and evaluation of similar projects
- Strong managerial background; an administrative track record is desirable

Languages

- Fluency in English (oral and written) a strict requirement

Evaluation Criteria

Category	Description	Weighting
1	Qualifications of consultant and availability to report for assignment	25
2	Adherence to TOR specifications and related requirements, i.e. understanding of required duties and responsibilities	30
3	Experience with similar work	20
4	Demonstrated track record of success supported by references	25
	Total	100