Terms of Reference – Project Manager
Grenada Community Development Agency (GRENCODA)
EbA Facility Project

1. Position Information

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Building Community Resilience and Ecosystem Based Adaptation to Climate Change in Selected Communities along the West Coast in Grenada.</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Project Manager</td>
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<tr>
<td>Contract Duration:</td>
<td>35 Months</td>
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<td>Estimated Start Date:</td>
<td>1st March, 2020</td>
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<td>Working Nature:</td>
<td>Full-time Assignment</td>
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<td>Working Hours:</td>
<td>Minimum of 40 Hours a Week</td>
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<td>Duty Station:</td>
<td>GRENCODA’s Office Gouyave</td>
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<td>Supervisor:</td>
<td>Grenada Community Development Agency, Dept General Secretary</td>
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2. Background Information

The Grenada Community Development Agency (GRENCODA) has received funding from the Caribbean Biodiversity Fund (CBF) Ecosystem-based Adaptation (EbA) Facility towards the implementation of the project entitled: “Building Community Resilience and Ecosystem Based Adaptation to Climate Change in Selected Communities along the West Coast in Grenada” (the “Project”). The Project will be implemented between January 2020 and December 2022 as the grant’s scheduled closing date.

The facility is a sinking fund for ecosystem-based adaptation to climate change, originally established in 2016 with a 25 million EURO initial contribution from the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (“BMU”), through the German Development Bank (“KfW”) (the “EbA Facility”). The EbA Facility is focused on actions across the Caribbean to support effective climate change adaptation and poverty alleviation through biodiversity conservation and ecosystems management.

The Grenada Community Development Agency (GRENCODA) is an NGO that envisions the development of a society based on principles of equity, social justice and inclusiveness. Its mission is to provide guidance and support to rural individuals, families and communities, to improve their quality of life. GRENCODA has made a decisive contribution to the life of hundreds of rural folks, farmers, fisher folks, craft and small artisans, women and youth. Among its major accomplishments have been: Pioneering and formation of the Legal Aid and Counselling Clinic (LACC) 1988 and continuing; Creating a Student Assistance Programme (SAP) supporting poor families to access secondary and tertiary education for children / students, 1986 and continuing; Coastal Resource Management Project 1996-1997. Networking with local, regional and international organisations is part of the modus operandi of GRENCODA.
3. Project Overview

In an effort to improve adaptation to climate change, Grenada as a member of the Small Island Developing States (SIDS) became instrumental in the establishment of the Caribbean Challenge Initiative (CCI) and pledged to protect at least 20% of its near-shore marine and coastal environment by 2020. Grenada has also produced and is in the process of implementing a number of policy directives and projects directed towards increasing resilience to climate change, including: Grenada Strategic Program for Climate Resilience (SPCR)\(^1\); National Climate Change Policy and Action Plan\(^2\); Grenada National Water Policy\(^3\); and Grenada Coastal Zone Management Policy\(^4\).

In 2017 and 2018, under the GRENCODA-CCCCC (Caribbean Community Climate Change Center) Project, the process for establishing the Gouyave Marine Protected Area (GoMPA) commenced following the identification by community fishers of the area as a priority site for protection. The Government of Grenada accepted the proposal and embraced the co-management arrangement of the Gouyave Fishermen Cooperative Society Ltd (GFCSL) for the management of the GoMPA. Subsequently, consultation with resource users within the adjacent communities to the GoMPA resulted in a request to expand the MPA to include additional habitats of importance to the north that were initially beyond the scope of the GRENCODA-CCCCC project. The expansion of the MPA will enhance coastal resilience within the expanded areas and promote ecosystem connectivity within the MPA network in Grenada. The enhancement of these coastal ecosystems is critical for the sustainability of the coastal communities that rely on them for generating livelihoods and depend on their ecosystem services (e.g. food security, coastal protection and livelihoods).

The GRENCODA through this project plans to enhance resilience of fisheries and community livelihoods to climate change impacts through the rehabilitation and restoration of watersheds and coastal resources utilizing an EbA approach.

The project will utilize a systemic ‘ridge to the reef’ approach to address the localized marine and terrestrial anthropogenic impacts that exacerbate the larger scale projected effects of climate change such as more intense storms, sea level rise, elevated SST (sea surface temperature) and acidification on marine and coastal ecosystems. More specifically, the project proposes approaches that focus on the potential for biodiversity recovery and preservation of ecosystem services through the protection of the resources with the highest potential for restoration and the greatest resistance to climate change.

The project activities would be implemented within the Parishes of St. John and St. Mark, along the west coast of Grenada. More specifically, the project would focus interventions within three coastal watersheds (i.e. Gouyave, Dougalston and Victoria) that straddle the two parishes as well as the adjoining nearshore and marine environment.

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\(^1\) Pilot Program for Climate Resilience (PPCR), 2011. Grenada Strategic Program for Climate Resilience (SPCR).
4. Responsibilities & Scope

The Project Manager will be responsible for the day-to-day management and implementation of the Project, including all substantive and administrative matters.

Project Management & Donor Relations:
- Manage and coordinate project activities, from substantive, administrative, technical, and financial points of view, applying strategic planning and systematic coordination of project activities.
- Plan and monitor timelines, indicators, delivery deadlines, resources and outputs using project management tools and collaborate with project implementation committee members to recommend optimizations.
- Setup, track and refine project finances with the support of the project staff (Admin & Finance Officers)
- Oversee, allocate and approve project expenses to the appropriate budget in accordance with GRENCODA & Donor policies.
- Ensure timely and accurate preparation and compilation of the Project Quarterly/Annual Work Plans including Progress/Final narrative and financial reports and its submission to GRENCODA and the EbA Facility as appropriate.
- Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective project hires.
- Assist in and oversee the procurement processes including the preparation of TORs and work specifications. Plan, organize and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects in accordance with GRENCODA & Donor policies.
- Establish effective coordination, monitoring, information sharing and reporting systems.
- Coordinate event planning, logistics and travel arrangements.
- Represent the Project, as required, vis-a-vis other donor organizations, other international organizations, as well as national Government and non-governmental institutions and endeavour to build professional relationships with local, district and regional authorities in order to ensure the full participation of a broad spectrum of national leadership in the identification, planning and execution of Project activities.

Communication and Community Engagement:
- Ensure effective communication and coordination between the GRENCODA, and project partners.
- Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
- Establish and actively maintain a network of partners and contacts, including individuals from governments, civil society organizations, the private sector and academia.
- Organize and document meetings including identifying and inviting participants, developing agendas, and producing meeting reports.
- Ensure proper professional relationships with community leaders, local NGOs and other Community Based Organizations (as Fishermen Cooperatives/Association, Farmers Associations, Women and Youth associations etc.).
- Participate in the planning and organization of workshops, training and other initiatives
hosted or facilitated by the Project.

- In collaboration with the Project Implementation Committee, develop and implement communication strategies and plans to ensure all knowledge products have reach, engagement and impact.

**Other:**

- Willingness to travel, work beyond typical office hours, evenings and weekends as needed per project demands.
- Contribute to the improvement of operational processes and document lessons learnt for future projects.
- Ensure establishment and maintenance of proper electronic and paper filing systems.
- Perform other duties that may be required by GRENCODA from time to time.

## 5. Qualifications

### a. **Minimum Qualifications**

- A Bachelor’s Degree in the areas of natural resources management, environmental science, project management, public/business administration, or related discipline.
- Minimum of 5 years relevant working experience (an equivalent combination of related experience and education may be considered).
- Excellent interpersonal and communications skills, and experience working closely with a variety of stakeholders including community groups and organizations, governmental and non-governmental agencies in Grenada.
- Experience completing tasks independently with respect to timelines.
- Exemplary verbal and written skills in English.
- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint)
- Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly.

### b. **Desired Qualifications**

- Demonstrated skill, experience and success in project management with regional and international donor agencies, foundations, and corporations.
- Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues, ecosystem-based adaptations, and protected area management activities.
- Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources.
- Experience working with and reporting to a management committee, interacting with committee members and submitting memoranda and reports thereto.

## 6. Remuneration Package

Salary Range: $54,000 to $60,000 Eastern Caribbean Dollars per year

Travel allowance EC $540.00 per month

Cellphone allowance EC $100 per month
7. How to Apply

Please submit a cover letter and curriculum vitae with at least three (3) references by **February 11th 2020** to:

The EbA Facility Project Management Committee,
Grenada Community Development Agency (GRENCODA),
Lower Depradine Street, Gouyave,
St. John, Grenada
Email: grenco86@gmail.com

When applying for this position, please include the following text in the subject line of your email:
“Application for Project Manager Position, GRENCODA-EbA Facility, <ENTER YOUR NAME>”