

**Terms of Reference**  
**National Project Assistant – Dominica**

<b>Project Title:</b>	Japan-Caribbean Climate Change Partnership
<b>Beneficiary countries:</b>	Dominica
<b>Contracting Authority:</b>	United Nations Development Programme (UNDP)
<b>Contract Type:</b>	Individual Contract
<b>Duration of Assignment:</b>	50 days over 3 months
<b>Start Date:</b>	September 2 <sup>nd</sup> , 2019

## 1. BACKGROUND

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Given the current condition of the marine environment, most coastal areas have few defenses against the raging surfs of hurricanes and tropical storms, and the likely consequences would be significant coastal damage including beach erosion and infrastructure damage. Negative impacts associated to climate change on land, water resources and biodiversity have also been predicted, and ultimately, tourism and agriculture will be negatively impacted by these changes. Meanwhile, Caribbean countries emit such relatively small amounts of greenhouse gas emissions, which mean that they will suffer disproportionately from the impacts of climate change.

The Government of Japan has been one of leading donors in the target of climate change. Japan has delivered development assistance total of \$17.6 billion to vulnerable countries from October 2009 to December 2012 for mitigation and adaptation. The Government of Japan intends to continue its assistance in this area to create enabling environment with a view to formulate a new framework applicable to all Parties by COP 21 in 2015. Especially, the Government of Japan sees it important to assist Small Islands Developing States (SIDS), and in this context, is interested in establishing a new regional assistance programme for Caribbean and/or CARICOM in the area of climate change under the framework of the Partnership for Peace, Development and Prosperity between Japan and the Member States of the Caribbean Community (CARICOM)<sup>1</sup>.

The Japan-Caribbean Climate Change Partnership aims to support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. To this end, five demonstration projects are planned for Dominica which are tailored to meet the specific needs and vulnerabilities with local communities. Specifically, the services will support the J-CCCP Project Management Unit by facilitating administrative and monitoring and reporting functions required to ensure successful finalisation of the ongoing initiatives for Dominica.

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<sup>1</sup> [http://www.mofa.go.jp/region/latin/caricom/mc\\_1009/psp.html](http://www.mofa.go.jp/region/latin/caricom/mc_1009/psp.html)

## **2. OBJECTIVE OF THE ASSIGNMENT**

The contracted individual will support all administrative, monitoring and reporting requirements for the six ongoing pilot initiatives.

## **3. SCOPE OF WORK**

Under the direction of the J-CCCP Project Manager and with guidance from the J-CCCP Technical Specialist and the Permanent Secretary Ministry of the Environment, Climate Resilience Disaster Management and Urban Renewal; the National Project Assistant (NPA) is expected to support administrative and logistical arrangements relating to monitoring and reporting, organization of the events and general administrative tasks relating to pilot project implementation.

As such the individual, will undertake the following tasks related to the implementation of the approved pilot initiative:

- Support the coordination of activities under the eight ongoing pilot projects to ensure the completion of all project components and alignment with expected results and project work-plans
- Support site assessments to evaluate the status of pilot project implementation to verify quality, to advance critical actions towards successful project completion
- Support dialogue with relevant government agencies and implementing partners to identify implementation challenges and coordinate required mitigation measures to reduce bottlenecks and delays in implementation
- Provide monthly field/ progress reports to the J-CCCP PMU and the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal on the status of implementation. Reports should include details regarding the work undertaken by the NPA during the reporting period, as well as information with respect to project activities completed, challenges identified and mitigation measures that were implemented.
- Support the collation and organization of all project documents, inclusive of correspondence, contracts, financial statements and other documents required to support payments by the UNDP as it relates to the approved pilot initiatives
- Assist in the preparation of payment requests to UNDP for operational expenses and for completed J-CCCP project activities
- Assist in the preparation of expenditure/ financial reports
- Assist in the procurement of goods and services inclusive of the preparation of TORs and specifications. Support the submission of quotations and other required documents to support these processes
- Support national counterparts in the maintenance of records for project inventory to support final submission of these records for project closure

#### **4. QUALIFICATIONS AND EXPERIENCE**

- University degree in public policy or administration, strategic planning, environmental economics, environmental science or relevant field with a specialization in climate change
- At least 5 years of relevant experience in the areas of project administration, support and procurement
- Ability to work and build partnerships with diverse stakeholders in the government, private and non-governmental sectors
- Previous work experience in a UN organization or knowledge of the national government system is desirable
- Demonstrable computer skills including Word processing, spread sheets, PowerPoint
- Valid B-class driver's license would be an asset

#### **5. CONDITIONS OF SERVICE**

The contract will be temporary, and the individual will use the temporary pilot project office space to be provided by the UNDP Project Office in Dominica

- The individual is expected to have their own functioning laptop computer to be used for the period of the consultancy
- All transportation related to the consultancy will be provided by the consultant

#### **6. PAYMENTS**

Payments will be made based on number of completed days worked within each month up to a maximum of 50 days. Payment will be initiated after approval of the of signed and verified timesheets and acceptance of the monthly progress reports.

#### **7. OTHER**

Candidates will submit their CV and financial proposals with a per day rate. Applications must be submitted in English, and incomplete proposals will not be considered

Documents to be included when submitting the proposals:

- **CV** in alignment with the required qualifications and relevant experience in similar projects and at least 3 written professional references (please make sure to include email and phone number of each reference).
- **Financial Proposal/ Daily Rate**