



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Job title: Project Coordinator

Organisational unit: UNDP Barbados and the OECS

Supervisor: UNDP Cluster Manager, Poverty, Governance and Monitoring and Evaluation

Duty station: Barbados

Beneficiary countries: Barbados, Grenada St Vincent and the Grenadines

Source of Funding: Joint SDG Fund

Type of Contract: Individual Contract

Expected start date: July 01, 2021

Duration: 6 months renewable

II. Job Purpose and Organisational Context

Over the years, the United Nations has developed several modalities for the many agencies in the UN System to “Work as One.” Joint programming is one of these key frameworks that allow two or more agencies, working with government partners, to articulate, design and implement coherent programming and achieve sustainable results. A Joint Programme is a set of activities contained in a joint work plan and related common budgetary framework, involving two or more UN organizations and (sub-)national governmental partners, intended to achieve results aligned with national priorities as reflected in UNDAF/One Programme or an equivalent programming instrument or development framework.

The United Nations Development Programme (UNDP) Multi-Country Office for Barbados and the Eastern Caribbean is currently implementing the joint programme ‘Harnessing Blue Economy Finance for SIDS Recovery and Sustainable Development’ (also known as Blue Finance for the Eastern Caribbean) with various partners in the UN Country Team (UNCT).

While these joint programmes can be effective modalities for delivering results, they require effective coordination with other UN Agencies for planning, implementation, monitoring and evaluation. As such, the UNDP MCO is seeking to recruit an Service Contractor to support the joint programming efforts to ensure effective and efficient collaboration with the other UN agencies.

The Coronavirus (COVID-19) pandemic has exacerbated the vulnerabilities of Small Island Developing States (SIDS), with this global health crisis impacting the socio-economic pillars of very dependent societies. Gross Domestic Product (GDP) losses in the Eastern Caribbean will surpass two digits in almost all countries. The rise of extreme poverty and unemployment and the damage to Micro, Small and Medium Enterprises (MSMEs) will be significant, especially in the tourism and ancillary sectors: empty piers with no cruise ships, flights cancellations, hotels closures and empty restaurants leave fishermen, farmers, cleaning personnel, cooks and taxi drivers - and many other traders - without income other than government cash transfers, where they exist and while they

last. The Blue Economy Strategies are amongst the most promising approaches to support SIDS economic structuring transformation to build resiliency to exogenous shocks, including natural disasters, man-made or financial crises, and global viral pandemics, while preserving their natural heritage.

Using the Blue Economy as an integral driver for resilient economic recovery and growth in the Eastern Caribbean, the Joint Programme's emphasis will be on the development of an enabling and supporting environment for financing the Blue Economy, through different measures such as: **the identification of policy and regulation gaps; a methodology to identify key Blue Economy opportunities; and the definition of specific financing mechanisms for Blue Economy initiatives to achieve resilient growth.** The three countries – Barbados, Grenada and Saint Vincent and the Grenadines - are at the vanguard of the Blue Economy "wave" and offer therefore a conducive environment to the success of the Blue Finance proposal. Integral SDG support from the United Nations (UN) provides the policy and planning background to this initiative.

The JP will address the current financial challenges of the beneficiary countries including the additional financial burden arising from the COVID-19 pandemic. Additionally, the three countries will benefit from an upscaling of the UN's existing initiatives with the private sector, through the establishment of a public-private consortium for blue investment. This partnership aims to leverage substantial resources from the private sector, in addition to the development finance provided by International Financial Institutions (IFIs) (CDB, IDB, World Bank and EIB¹) who have significant and structured investments in the region in the Blue Economy sector, and beyond.

This joint programme will also build on the existing initiatives that participating UN Organizations (PUNOs) have in the Eastern Caribbean on Blue Economy and other SDG related areas.

UNDP is now seeking to recruit a Project Coordinator to coordinate the implementation of this project. The Service Contractor will work under the direct supervision of the Cluster Manager of the Poverty and Governance Portfolio of the UNDP Barbados MCO.

III. Institutional arrangements

Under a DIM, the Responsible UN Agencies (RUNOs) are individually and collectively accountable to the Joint SDG Fund for the effective and efficient use of resources for the achievement of programmatic results.

Under the direct supervision of the Cluster Manager, in the UNDP Multi-Country Office in Barbados and the guidance of the Office of the Residence Coordinator, the Project Coordinator's main responsibility is to implement the project on a day-to-day basis on behalf of the Project Steering Committee (PSC) within the constraints laid down by the PSC.

IV. Duties and Responsibilities

The Project Coordinator is responsible for day-to-day management and decision-making for the projects ensuring that the projects meet their obligations to the Joint SDG Fund as per the project document and project cooperation agreement, with particular regard to the management aspects of the project, including supervision of staff, serving as stakeholder liaison, implementation of activities, and reporting. The Project Coordinator's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Project Coordinator will ensure a human-rights based, gender-responsive and interdisciplinary approach to the project that maximises sustainable development gains and minimises negative environmental and social impacts, delivering results in a manner that is cost-effective, efficient, transparent and demonstrates the added value of UNDP's work to the country. The Project Coordinator will work within the context of the wider Joint Programme to support directly UNDP's deliverables and provide coordination across the other UN Agencies, in coordination with the Office of the Resident Coordinator, ensuring their work actively considers, integrates and builds synergies, including using common assessments, templates, methodologies, etc to maximise projects' impact and cross-country cohesiveness.

The Project Coordinator will be expected to deliver results in the areas of:

Partnership building

- Develop and maintain relationships with counterparts in-country and other project partners to ensure buy-in and successful implementation
- Identify and engage champions and key stakeholders, including civil society, private sector, sub-national and regional partners engaged in relevant research and activities
- Build strategic partnerships and synergies to enhance the impact and sustainability of the project outcomes
- Liaise with key personnel of project partners to ensure adequate and timely technical inputs to the project
- Actively seek and capitalise on opportunities for South-South cooperation and learning, both within the Caribbean as well as with other SIDS globally as relevant
- Maintain a strategic understanding of, and engagement with, the substantive technical issues, institutions, and processes within the countries served, including developing strategic partnerships with other agencies, NGOs, the private sector, and scientific institutions etc. as they relate to advancing key elements of the planning and implementation process
- Regularly monitor and analyse the political, social and economic situation, and related global developments, to identify potential implications and opportunities

Project planning and implementation

- Lead the general planning, execution and monitoring of the projects' activities toward the achievement of project objectives, facilitating a gender-responsive and human rights-based approach to the design and implementation of all project interventions through a results-based management (RBM) approach and applying the organisation's Enterprise Risk Management Policy, in collaboration with the Barbados and Jamaica teams
- Leverage existing results and solutions at national and regional level to deliver tangible and measurable results in target sectors

- Ensure a cross-sector and interdisciplinary approach to developing and testing solutions, with analysis of opportunities and risks relating to natural resources, climate change and socioeconomic contexts, supported by the programme team
- Actively seek and leverage collaboration and synergies with other partners to increase the impact of initiatives
- Liaise with the Project Steering Committee (PSC) or its appointed Project Assurance roles to assure the overall direction and integrity of the project
- Prepare multi-year and annual work plans (MYWP, AWP) for endorsement by the PSC
- Prepare and update annual procurement plans in accordance with the AWP
- Conduct procurement processes, including developing technical specifications and scopes of work, conducting evaluations, preparing submissions for review by local and regional procurement committees and supporting contract monitoring
- Supervise the execution of all contracts, review quality of deliverables, approve intermediate payments against review of deliverables, and prepare final evaluations as a condition for final payment
- Identify and obtain any support and advice required for the management, planning and control of the project
- Provide technical guidance in and facilitate with stakeholders the development and actioning of sustainability measures/plans relating to project results
- Ensure that all administrative, technical and financial processes and reporting are carried out in conformity with UNDP, Joint SDG Fund and national regulations, policies and procedures as relevant

Project monitoring and reporting

- Monitor and analyse project development and implementation, including field visits
- Facilitate periodic monitoring visits by the relevant MCO team members
- Monitor events as determined in the AWP and MYWP, and update the plan as required
- Actively monitor and revise as relevant, in conjunction with the Planning, Monitoring and Evaluation (PM&E) Analyst, the projects' theory of change and results framework
- Ensure implementation of the Monitoring and Evaluation (M&E) Plan and update as needed, in coordination with the PM&E Analyst
- Use UNDP's financial system Atlas (ERP) and the Corporate Reporting Platform to update project progress, achievement of targets, risk logs, etc. on a quarterly basis
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports and oversees the overall financial processes for the project in collaboration with the Financial and Administrative Assistant
- Coordinate PSC meetings and serve as secretary to PSC meetings
- Manage and monitor the project risks initially identified; submit new risks to the PSC for consideration and decision on possible actions if required; and update the status of these risks by maintaining the Project Risk Log
- Monitor financial resources for effective and transparent utilisation of available resources, in collaboration with the Financial and Administrative Assistant
- Prepare quarterly and annual progress reports and other stipulated reports for submission to UNDP and the Joint SDG Fund as relevant and identify risks, challenges and causes of potential bottlenecks to implementation and action mitigation measures, including modification to activities where appropriate
- Based on the review, prepare the AWP for the following year, as well as quarterly plans if

required

- Participate in periodic project evaluations and audits, including developing, implementing and updating the management response

Capacity building, learning and knowledge management

- Facilitate information sharing and coordination of activities amongst stakeholders and between projects
- Explore and facilitate mechanisms for replication and upscaling of successful results achieved
- Contribute to design and delivery of capacity building programmes at national and community levels based on prioritised capacity gaps/needs
- Contribute to communications materials and reporting highlighting UNDP's work and the results achieved for people and the country through traditional and non-traditional media (e.g. news articles, blogs, photo stories, social media), in accordance with respective communication and branding guidelines
- Actively and systematically incorporate the lessons from project audits, evaluations and other processes into the project to improve effectiveness and operational processes
- Evaluate, capture, codify and synthesise lessons learned and stimulate the uptake of best practices and knowledge
- With the PCU and stakeholders, identify and support the transfer of successful models, approaches and solutions in-country and to the global UNDP knowledge network

Project closure

- Prepare Final Project Review Report for submission to the PSC
- Identify follow-on actions and submit for consideration to the PSC
- Ensure the completion of tasks in the project closure checklist, including preparation of reports and other documentation as required
- Manage the transfer of project deliverables, documents, files, assets, etc to beneficiaries as appropriate

Team leadership

- Guide and supervise the work of the members of the PCU
- Ensure the cohesive functioning of the PCU, including actively building team cooperation and facilitating individual skills development as needed
- Complete and ensure PCU completion of all UNDP mandatory courses

Other activities

- Undertake such travel as may be required in connection with project execution and monitoring.

Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office".

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Postgraduate degree (MSc, MA, or higher) or Bachelor's degree in economics, sustainable development, management, or other social sciences or another related field • Certification in project management is an asset
Experience ¹ :	<ul style="list-style-type: none"> • At least 4 years of progressively responsible experience at the national or international level in managing complex and multi-component programme interventions with national partners, preferably related to international or sustainable development • At least 4 years of demonstrated experience working effectively with and building capacities and partnerships among national governments, communities, and diverse stakeholder groups particularly in the Eastern Caribbean • Demonstrated experience working in climate finance, green finance or sustainable finance • Ability to effectively use a results-based management approach to project management, particularly in relation to sustainable development projects with cross-cutting issues including gender equality and human rights • Demonstrated familiarity and solid understanding of national and local development planning processes in the Eastern Caribbean • Capacity to manage complex, multi-country programmes and projects in the area of sustainable development • Fluency in written and spoken English • Demonstrable computer proficiency including the Microsoft Office Suite
Language:	<ul style="list-style-type: none"> • Fluency in written and spoken English

¹ Should be clearly demonstrated in application form