



National Environment & Planning Agency

Integrating Water, Land and Ecosystems Management in Caribbean Small Island Developing States (IWECO) National Sub-Project 1.4 Biodiversity Mainstreaming in Coastal Landscapes within the Negril Environmental Protection Area of Jamaica

Terms of Reference: Procurement Officer

**Prepared by:
National Environment & Planning Agency
January 2019
Updated October 2019**

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1.0 BACKGROUND

Regional Context

- 1.1 The Integrating Water, Land and Ecosystems Management in Caribbean Small Island Developing States (IWEco Project) is financed by the Global Environment Facility. IWEco is a five-year project with four components; (1) development and implementation of integrated targeted innovative, climate-change resilient approaches in sustainable land management (SLM), integrated water resources management (IWRM) and maintenance of ecosystem services; (2) strengthening of the SLM, IWRM and ecosystems monitoring, and indicators framework; (3) strengthening of the Policy, legislative and institutional reforms and capacity building for SLM, IWRM and ecosystem services management taking into consideration climate change resilience building and (4) Enhancing knowledge exchange, best practices, replication and stakeholder involvement.
- 1.2 The United Nations Environment Programme Caribbean Regional Coordinating Unit (UNEP CAR/RCU) is the lead implementing agency with the United Nations Development Programme (UNDP) a part of the implementation for some activities under the knowledge management and community-based livelihoods support opportunities through the GEF-Small Grants Programme. The project will be implemented in 10 Caribbean countries including Jamaica. UNEP CAR/RCU in partnership with the Caribbean Public Health Agency (CARPHA) serve as co-executing agencies
- 1.3 The project cooperative agreement between Jamaica and the UN environment was signed on July 12, 2018, (the Non-reimbursable Financing Agreement UNEP/PCA/ECOSYSTEMS/2018/MCEB-CEP/003) in their capacity as the Administrator of the Global Environment Facility Fund (GEF) grants for the national subproject titled “Biodiversity Mainstreaming in Coastal Landscapes within the Negril Environmental Protection Area of Jamaica”.

NATIONAL SUBPROJECT

Project Site and Importance

- 1.4 The Negril Environmental Protection Area (EPA) with specific focus on the Negril Great Morass is the location for the project. The Negril EPA was declared a protected area in 1997 and is one of the largest natural coastland ecosystems in the Caribbean region and is the second largest coastal wetland in Jamaica. It is located at the western end of Jamaica and encompasses 406.7km² of coastal and marine ecosystems and contains six percent (6%) of Jamaica 1,022km of coastal wetland.
- 1.5 The Great Morass contains globally significant biodiversity and is under severe pressure from activities that are overexploiting the ecosystem services it provides. It is a peat-accumulating wetland which includes the major habitats of open water, mud flats, mangroves, terrestrial forest and swamp. Species found in the project site includes Sawgrass (*Caladium jamaicensis*), Swamp Cabbage Palm or Royal Palm (*Roystonea princeps*), groves of Bull Thatch (*Sabal jamaicense*), the rare, endangered and Caribbean endemic West Indian Whistling Duck (*Dendrocygna arborea*), Rails (Rallidae), Grebe (*Podicipediformes* sp.), Coots (*Fulica* sp.), Moore Hen (*Gullinula* sp.), and Egrets and Herons (Andeidae). The Palm forest in the morass also provides a habitat for many doves, hummingbirds and Jamaican Woodpeckers (*Melanerpus radiolatus*). The Negril Royal Palm Reserve, has the largest stand of the endemic Royal Palm in Jamaica.
- 1.6 Threats identified that impact the morass includes human-induced drainage of its wetlands, coastal development, unsustainable agricultural practices, invasive alien species, and the proliferation of informal settlements. These threats inclusive of the felling of trees has resulted in the reduction in aerial extent of the Royal Palm forest. Invasive alien species is also a threat to the morass with the species *Alpinia allughas* (wild ginger) and is suppressing regeneration of the natural pre-existing vegetation. One of the other threats to the Morass is the brush fires which also threaten the tourism industry and human health.
- 1.7 The two main economic sectors are in the EPA, tourism and agriculture and they are highly reliant on the natural ecosystems and their biodiversity. Jamaica has made, and continues to make, significant investments in biodiversity conservation. There is now an opportunity mainstreaming environmental concerns and biodiversity conservation into the daily operations of biodiversity-dependent production sectors in the Negril. Biodiversity mainstreaming objectives are increasingly

reflected in government policies, frameworks and strategies, with some progress made in implementation. However, the mainstreaming of biodiversity conservation into land use planning remains unaddressed. The Negril Environmental Protection Plan, though outdated, was developed to guide environmental and biodiversity considerations in the EPA. The Negril and Green Island Area Confirmed Development Order (2015) was instituted to guide development in the EPA. However, neither comprehensively addresses biodiversity conservation related to development activities.

Project Objectives and Components

- 1.8 The objective of the project is to promote conservation of internationally significant wetland biodiversity through the restoration of wetland ecosystem services and sustainable use of wetland biological resources. The three fold overall goal of the project is to (1) restore historical hydrological and other physical processes, (2) enhance and re-establish native vegetation communities to provide habitat to wetland fauna, (3) eliminate conflicts that degrade ecosystem functions and (4) implement institutional arrangements to ensure the long-term sustainability of wetland biological resources.
- 1.9 There eighteen expected outputs and twenty outcomes for the four components (1) Integrated approaches to land management, land use, pollution management and management of the hydrodynamics of the Negril Environmental Protection; (2) Improvement of water, land, ecosystems and biodiversity resources of the Negril Morass, taking into account climate change, sensitive ecosystems and ecosystem services; (3) Strengthening of policies and legal and institutional frameworks and Capacity building for sustainable land management, integrated management of water resources and the management of ecosystem services, taking into account climate change; (4) Communication, awareness, policy dialogue, sustainability and lesson learnt (5) Project administration, monitoring and evaluation and audit. There are also nine sub-components.

Partnership for Project Implementation

- 1.10 The NEPA will be responsible for the overall coordination and management of the Project. There are a number of public and private sector partners that are important to the implementation of the project along with the community stakeholders.

- 1.11 The success of this project hinges on its ability to implement the planned environmental interventions coupled with the ability to bring about positive social changes in stakeholders' behavior towards the environment and the long term adoption of best practices for environmental stewardship. Carefully crafted communication strategy and public awareness campaigns will be utilized to increase public awareness and support the implementation of the overall programme particularly the rehydration of the Negril Great Morass.

2.0 PURPOSE AND SCOPE OF WORK

Under the supervision of the Project Manager, the Procurement Officer is responsible for managing the procurement of goods, works and services in accordance to the GoJ's *"Handbook of Public Sector Procurement Procedures – 2014"* and the Project Corporative Agreement UNEP/PCA/Ecosystems/2018/MCEB-CEP/003.

Specific Duties:

The specific duties are divided into two, these are Management (administrative) and Technical (professional).

Management/Administrative

- Prepare, update and monitor the annual project Procurement Plan, as per requirements of the Agreement;
- Manage all procurement-related activities of the Agreement;
- Establish and maintain effective work relationships with project partners, public officials, public/private entities and companies and general public;
- Certification of commitment requisitions where applicable;
- Implement strategies to improve methods, communications and customer satisfaction with staff and other agencies;
- Liaise with suppliers and assists in resolving discrepancies;
- Prepare and maintain an asset inventory for the project;
- Prepare monthly procurement reports
- Prepare for the Manager, Public Procurement Branch, monthly procurement projections
- Prepare annual procurement monitoring reports
- Ensure proper record keeping of all project procurement documents;
- Any other tasks assigned by the Project Manager.
- Annual UN Environment annual inventory of non-expandable equipment

Technical/Professional

- Initiate, manage, process and monitor all procurement activities related to this operation;
- Negotiate prices and conditions of purchasing contracts;
- Assist in the preparation of specification for items to be purchased;
- Contact suppliers for price quotes and obtain availability and product characteristic information;
- Generate documentation and confer with suppliers/manufacture concerning new products, damaged goods, delayed payment or related information;
- Review invoices received for commitment to ensure that they are accurate and comply fully with procurement policies of the GOJ and UNEP prior to authorizing for commitment;
- Document discrepancies and obtain detailed justification for recommendation of awards to other than lowest bidder;
- Ensure integrity of generated list of qualified and reputable suppliers and vendors;
- Process invoices for approved contracts;
- Prepare procurement request for annual requisition.
- Timely recruitment and procurement of quality services and equipment and for implementation of project activities of in accordance with IDB's procurement Policies, regulations, guidelines and standards, as specified under the Agreement

3.0 PROJECT PROCUREMENT OFFICER'S OUTPUTS

The Project Procurement Officer will have direct responsibility for the following deliverables:

1. Project annual Procurement Plan
2. Certification of commitment requisitions (where applicable)
3. Annual Procurement Reports
4. Annual Project Asset Inventory
5. Annual Inventory of non-expandable equipment on UNEP requisite form

3.1 Deliverables Schedule

| No. | Deliverables | Deliver Dates |
|-----|---------------------------------------|--------------------------------------|
| 1. | Project annual Procurement Plan | February 2020 |
| 2. | Monthly Procurement Reports | 2 nd Friday of each month |
| 3. | Monthly Procurement Projection Report | Last Friday of each month |

| No. | Deliverables | Deliver Dates |
|-----|--|---|
| 4. | Annual Procurement Report | Last Monday in March 2020, 2021 and 2022 |
| 5. | Annual Project Assets Inventory | Second Friday in March 2020, 2021 and 2022 |
| 6. | Updated of the Asset Inventory | Last Friday in June, September, December of each year |
| 7. | Annual Inventory of non-expandable equipment | 1 month after 31 December |

4.0 CHARACTERISTICS OF ENGAGEMENT

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|--------------------------------|---|
| Language of delivery: | English |
| Type of Contract: | Project Staff |
| Duration of Engagement: | Two years. Contract will be issued for an initial period of two years and is renewable upon satisfactory performance. |
| Dates of Engagement: | December 2019- November 2022 |
| Level of Effort: | Full-time |
| Work Logistics: | NEPA will provide office space, computer and office equipment, field equipment, and project documentation. |
| Appraisal: | The Project staff will be appraised semi-annually. |

5.0 QUALIFICATIONS AND EXPERIENCE

a. Education and Training

- A Bachelor of Science Degree in Public Sector Management/Management Studies/Business Administration or an equivalent qualification from a recognized institution.
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND Certificate

b. Work Experience

- A minimum of 3 years of demonstrated experience in procuring goods and commodities.
- At least one year experience with Government of Jamaica's and/or International Development Partners procurement guidelines and procedures.

c. Key Competencies

- Excellent organizing, coordination and problem solving skills;

- Excellent oral and written communication skills;
- Ability to maintain integrity;
- Excellent customer relation skills;
- Proficient in the use of Excel; Word;
- Ability to develop specifications to describe the type and characteristics of merchandise which will meet the need of the project;
- Displays high levels of flexibility and ability to multi-task;
- Ability to establish and maintain congenial working relationships with project partners, a variety of employees and general public;
- Ability to present detailed reports of findings and recommendations, both orally and in writing;
- Ability to maintain accurate records of orders, deliverables and payments;
- Good knowledge of government's procurement policies and procedures;
- Good knowledge of government's procurement policies and procedures;
- Sound knowledge of trade suppliers and inventory analysis.

6.0 MANAGEMENT RESPONSIBILITY AND STANDARDS

The Procurement Officer will report to the Project Manager and receive technical guidance from the Manager of NEPA's Public Procurement Branch.

7.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS

