

## **National Environment & Planning Agency**

### **Conserving biodiversity and reducing land degradation using an integrated approach**

#### **Terms of Reference: Procurement Officer**

**Prepared by:**  
**National Environment & Planning Agency**  
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## Terms of Reference for Procurement Officer

### 1.0 BACKGROUND

- 1.1 The Government of Jamaica (GOJ) with the support of the United Nations Development Programme (UNDP) is executing the “Conserving biodiversity and reducing land degradation using an integrated approach” project. The project will be financed with resources from the Global Environment Facility (GEF) and the Government of Jamaica. The executing entity is the National Environment and Planning Agency (NEPA).
- 1.2 The project agreement was signed on 25<sup>th</sup> September 2020, (the Non-reimbursable Financing Agreement 9862) herein referred to as “the Agreement”. This Agreement was signed between Jamaica and the United Nations Development Programme, in the capacity as the Administrator of the Global Environment Facility Fund (GEF) grants for this project.

#### Project Site and Importance

- 1.3 The project is being implemented within the Cockpit Country. Much of the islands biodiversity and endemism is centred round the Cockpit Country located in the northwest central part of the island.
- 1.4 The wet limestone forest of Cockpit Country is Jamaica’s largest remaining primary forest and a refuge for rare Jamaican species such as the Black-billed Parrot (*Amazona agilis*) and the Giant Swallowtail butterfly (*Pterourus homerus*). At least 66 plants are known to be endemic to the Cockpit Country. Its landscape of steep-sided hills and deep closed valleys eroded from the limestone bedrock is an outstanding example of karst topography.
- 1.5 A majority of the endemic plants in the Cockpit Country are known from single localities or have been collected only a few times and considered threatened or rare. Many of Jamaica’s threatened birds are found here, including the critically endangered Jamaican Blackbird (*Nesoposar nigerrimus*) and both species of Jamaica’s endemic parrots. Almost the entire population of the Black-billed Parrot (95 percent) is found in Cockpit Country.
- 1.6 New species of butterflies endemic to the Cockpit County are still being found. Four of Jamaica’s 14 endemic frogs occur only in the forests and caves of the Cockpit

Country, by far the most important area of habitat for Jamaica's amphibians and reptiles.

- 1.7 Cockpit Country endemic flora and fauna are threatened by a range of human activities, including illegal hunting of birds for food and for the pet trade, unregulated collecting of rare species of plants, extensive logging for yam sticks and timber, and the conversion of forest to agriculture. Clearing of the forest, are mostly along its edges and made accessible by roads, trails and paths and is among one of the greatest threats to the area's ecosystems.
- 1.8 Recognizing the challenge in managing the diverse threats to conservation of forests and their biodiversity in the biologically diverse Cockpit Country, the Government of Jamaica in November 2017 declared a ban on mining in the area to be protected within the Cockpit Country.
- 1.9 Other threats to the natural resources of the Cockpit Country are, forest fragmentation, deforestation and degradation attributed to factors such as poor agricultural practices such as slash and burn, hillside farming, and improper and overuse of fertilizers and pesticides; climate change; invasive alien species such as *Neprolepis multiflora*, grasses such as *Brachiaria decumbens*, Bamboo (*Bambusa vulgaris*), and shrubby trees such as Logwood (*Haematoxylum campechianum*) and *Calliandra calothyrsus* and the Indian Mongoose (*Herpestes javanicus*).
- 1.10 The threats mentioned can be traced to many causes including poor land use and socio-economic planning, weak enforcement, limited political awareness, limited inter-agency collaboration and budget allocation for conservation-related work. Constraints such as limited scientific information, limited expertise in taxonomy and related fields, and limited public awareness on biodiversity could contribute to the threats.
- 1.11 Within the project site, activities will be implemented in target clusters that have been chosen mainly because of their critical importance as centers of endemism and biodiversity hotspot and economic significance. Other criteria include poverty incidence, vulnerability, extent of land use conversion and infrastructure development and land degradation. Project site with clusters attached in Appendix.

#### Project Objectives and Components

- 1.12 The project's objective is to enhance conservation of biodiversity and ecosystem services through mainstreaming of biodiversity into policies and practices into Jamaica's productive landscapes and key sectors. The project will be implemented over a 6-year period between 2020 – 2026.
- 1.13 The project will achieve its objective through incremental activities under three components; Component 1: Systemic and institutional capacity for integrated

landscape management at national level; Component 2: Application of Integrated landscape planning and management in key biodiversity areas; and Component 3: Knowledge management, gender mainstreaming and monitoring and evaluation

- 1.14 The project thus comes at a time when increasing degradation of natural habitats from deforestation and conversion to agriculture and expanding infrastructure and housing development, mining, tourism, and the increase in invasive alien species are becoming increasing threats to critical habitats and ecosystems and their attendant biodiversity.
- 1.15 The project aims to address the negative impacts of unsustainable development practices by trying to establish and operationalize a comprehensive landscape approach in the Cockpit Country that harmonizes socio-economic development, sustainable management of natural resources and conservation of biodiversity in this mixed-use landscape of Jamaica.
- 1.16 The project's interventions are aimed at addressing the linkages between the factors leading to land degradation and biodiversity loss in order to successfully reduce these threats and thereby support viable populations of globally threatened species and allow for the movement of wildlife, facilitate pollination and reproduction, and other processes that support improved natural resiliency to external development and climatic shocks. The experiences and learning from the Cockpit Country are expected to help facilitate replication of sustainable management approaches in other key biodiversity areas in the country.

#### Partnership for Project Implementation

- 1.17 The NEPA will be responsible for the overall coordination and management of the Project. The project is being implemented collaboratively with the Forestry Department, Rural Agricultural Development Authority, Ministry of Local Government and Ministry of Economic Growth and Job Creation along with the local authorities in the project site and community stakeholders with special focus on the Maroons.
- 1.18 The success of this project hinges on NEPA's ability to implement the planned environmental interventions coupled with the ability to bring about positive social changes in stakeholders' behaviour 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.

## 2.0 DUTIES & RESPONSIBILITIES

- 2.1 The Procurement Officer will work in close collaboration with the operations and project teams for the implementation of the projects procurement plan and providing solutions to complex procurement-related issues and information delivery.

### Specific Duties

- 2.2 The Procurement Officer will be responsible for the following tasks:
- a) Ensuring full compliance of procurement activities with Government of Jamaica rules, regulations, policies and strategies;
  - b) Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with the Project team;
  - c) Provision of researched information for formulation and implementation of contract strategy and strategic procurement including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction;
  - d) Preparation, execution and monitoring of procurement plans for the project;
  - e) Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP and GOJ rules and regulations;
  - f) Develop and manage roster of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms;
  - g) Ensure the efficient management of procurement processes for the project;
  - h) Preparation of inventory reports;
  - i) Implementation of Inventory and physical verification control in the projects;
  - j) Organization of travel including purchase of tickets, DSA calculation, Purchase Order preparation; arrangement of shipments; vehicle maintenance; conference facilities arrangements

## 3.0 PROCUREMENT OFFICER EXPECTED OUTPUTS

The Procurement Officer will be responsible for the delivery of the following outputs:

- I. Annual and Quarterly Procurement Plans;
- II. Market research related to the implementation of the procurement plan and the undertaking of consultancies;
- III. Supplier Roster developed and managed

- IV. Procurement related Inputs into the Annual Workplans and constituent project plans;
- V. Terms of Reference of technical consultants to support Procurement processes;
- VI. Procurement related inputs to Yearly Project Implementation Report/Annual Project Report;
- VII. Procurement related inputs into the Monthly, Quarterly and Annual Project Implementation Review Reports for NEPA;
- VIII. Procurement related inputs into the Annual project Operation Plan and Budget Call for NEPA;

## 4.0 CHARACTERISTICS OF ENGAGEMENT

<b>Language of delivery:</b>	English
<b>Type of Contract:</b>	Project Staff
<b>Duration of Engagement:</b>	Six years. Contract will be issued for an initial period of three years and is renewable upon satisfactory performance.
<b>Engagement Modality:</b>	Full Time (occasionally required to work beyond normal working hours)
<b>NEPA's Support:</b>	NEPA will provide office space, computer and office equipment, field equipment, and project documentation.
<b>Appraisal:</b>	The Project staff will be appraised semi-annually.
<b>Salary Range:</b>	JA \$ 2,270,084.00 - \$2,823,150.00 per annum plus any allowance attached to the post

## 5.0 QUALIFICATIONS AND EXPERIENCE

### a. Education

- I. Bachelor's degree or higher in Business Administration, Public Administration, Finance, Economics or related field;
- II. Certification in Procurement and Supply Management required.
- III. Certification or Training in Project Management would be an asset

**b. Work Experience and Related Knowledge**

- I. At least five years of relevant work experience, with two years leading project or programme procurement management;
- II. Practical Knowledge of Government of Jamaica procurement practices and guidelines;
- III. Experience developing, implementing and monitoring project level procurement plans.

**c. Key Competencies**

- I. High ethical standards;
- II. Strong analytical and organizational skills;
- III. Self-motivated and ability to work under the pressure;
- IV. Strong computer skills;
- V. Flexible and willing to travel as required;
- VI. Excellent communication and writing skills in English;
- VII. Effective communication skills using appropriate communication tools and techniques.

## **6.0 MANAGEMENT RESPONSIBILITY AND STANDARDS**

The Project Finance Officer will report to the National Technical Coordinator who will be the Manager of the Project Executing Unit. The officer will work closely with the Manager of the Public Procurement Branch, Project Finance and Administration Officer and external stakeholders in keeping with Government of Jamaica Public Procurement Act 2015.

7.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS

