

National Environment & Planning Agency

Conserving biodiversity and reducing land degradation using an integrated approach

Terms of Reference: National Technical Coordinator

**Prepared by:
National Environment & Planning Agency
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Terms of Reference for National Technical Coordinator

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).

Project Site and Importance

- 1.2 The project is being implemented within the Cockpit Country. Much of the island's biodiversity and endemism is centred round the Cockpit Country located in the northwest central part of the island.
- 1.3 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.
- 1.4 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.
- 1.5 New species of butterflies endemic to the Cockpit Country 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.
- 1.6 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.

- 1.7 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.
- 1.8 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*).
- 1.9 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.
- 1.10 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

- 1.11 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.
- 1.12 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
- 1.13 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.

- 1.14 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.
- 1.15 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

- 1.16 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.
- 1.17 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 National Technical Coordinator (NTC) chief role is to provide technical support for all components of the project:
 - 2.1.1 including overseeing the landscape planning process, revision of policies and guidelines, capacity building and for implementation of Protected Area (PA) management, Sustainable Land Management (SLM) and

Sustainable Forest Management (SFM) activities as well as the knowledge management, gender mainstreaming and M&E;

- 2.1.2 responsible for supporting the National Project Director (NPD) in the Planning, Projects, Monitoring, Evaluation and Research Division (PPMERD) for ensuring the quality and the providing technical oversight for all project activities and the delivery of its outputs, under the direct guidance of the NPD;
- 2.1.3 support and coordinate the activities of all partners, staff, and consultants as they relate to the implementation of the project.

Specific Duties

- 2.2 The National Technical Coordinator will be responsible for the following task:
 - a) Technical oversight and guidance for the landscape planning, policies and guidelines, capacity building, PA management planning, SFM and SLM activities
 - b) Oversee and guide the implementation of the knowledge management and communication activities of the project
 - c) Work with the Technical Officer (Monitoring & Evaluation (M&E) to oversee the M&E aspects of the project, including ensuring regular monitoring of RAF indicators and capacity assessment scorecard.
 - d) Support the NPD in providing technical inputs to prepare work plan and budget;
 - e) Make recommendations for modifications to the project activities and, where relevant, submit proposals for project revisions to the PB, and UNDP;
 - f) Facilitate project planning and decision-making sessions;
 - g) Facilitate relevant agreements with stakeholders and the liaison with them
 - h) Support the NPD to develop appropriate TORs for contracting of consultants and experts for the project, including preparing TORs for all technical assistance required, preparation of an action plan for each consultant and expert, supervising their work, and reporting to the UNDP Project Officer;
 - i) Provide technical guidance and oversight for all project activities;
 - j) Oversee the technical progress of the project components conducted by local and international experts, consultants, and cooperating partners;
 - k) Coordinate and oversee the preparation of all outputs of the project;
 - l) Foster, establish, and maintain links with other related national and international programs and national projects, including information dissemination through media such as web page actualization, etc.;

- m) Coordinate and report the work of all stakeholders under the guidance of UNDP;
- n) Support the NPD to prepare Project Implementation Reports (PIRs) and Annual Progress Reports (APRs) in the language required by the GEF and the UNDP's CO and attend annual review meetings;
- o) Ensure that all relevant information is made available in a timely fashion to UNDP regarding activities carried out nationally;
- p) Support the PD with technical inputs for preparation of quarterly progress and financial reports to UNDP as required, following all UNDP quality management system and internal administrative process;
- q) Coordinate and participate in M&E exercises to appraise project success and make recommendations for modifications to the project;
- r) Prepare and submit technical concepts and requirements about the project requested by UNDP, or other external entities;
- s) Ensure the project utilizes best practices and experiences from similar projects;
- t) Solve all scientific and administrative issues that might arise during the project.

3.0 NATIONAL TECHNICAL COORDINATOR EXPECTED OUTPUTS

The National Project Coordinator will be responsible for the delivery of the following outputs:

- i. Project Management Plan prepared to include but not limited to
 - Stakeholder Plan
 - Knowledge Register
 - Implementation Plan
 - Risk Management Plan
- ii. Detailed technical reports of project progress
- iii. Terms of Reference and action plan of the staff, technical consultants and specialists to be hired by the project and monitoring reports;
- iv. Quarterly reports on the consultant's activities, all stakeholders' work, and progress of the project to be presented to UNDP & NEPA (in the specified formats);
- v. A final report that summarizes the work carried out by consultants and stakeholders during the period of the project, as well as the status of the project outputs at the end of the project;
- vi. Minutes of meetings inclusive of the Project Board/Steering Committee and/or consultation processes;
- vii. Yearly Project Implementation Report/Annual Project Report;

- viii. Adaptive management of project
- ix. Annual budget for NEPA/GoJ (Capital B)
- x. Monthly, Quarterly and Annual Project Implementation Review Reports for NEPA
- xi. Monthly expenditure reports and cash flow projections
- xii. Annual project Operation Plan for NEPA
- xiii. Annual Workplans for Project Staff
- xiv. End of project report for the UNDP

4.0 CHARACTERISTICS OF ENGAGEMENT

Language of delivery:	English
Type of Contract:	Project Staff
Duration of Engagement:	Six years. Contract will be issued for an initial period of three years and is renewable upon satisfactory performance.
Engagement Modality:	Full Time (occasionally required to work beyond normal working hours)
NEPA's Support:	NEPA will provide office space, computer and office equipment, field equipment, and project documentation.
Appraisal:	The Project staff will be appraised semi-annually.
Salary Range:	\$3,659,034.00 - \$4,559,340.00 per annum and any allowance attached to the post.

5.0 QUALIFICATIONS AND EXPERIENCE

a. Education

- I. A Master's degree in Environmental Management, Natural Resource Management or related field or;
- II. Relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience.
- III. Training and or certification in Project Management (PMP or PRINCE2 certification is highly desirable)

b. Work Experience and Related Knowledge

- I. A minimum of 5 years of demonstrated experience in project technical facilitation, and working in the management of environmental issues, policies, biodiversity,

ecosystems protected areas, forest management, sustainable land management or related field;

- II. Experience in biodiversity conservation, environmental issues, environment and planning policies, sustainable land and forest management or related community development
- III. Experience in facilitating consultative processes, preferably in the field of natural resource management;
- IV. Proven ability to promote cooperation between and negotiate with a range of stakeholders, and to organize and coordinate multi-disciplinary teams;
- V. Demonstrable ability to organize, facilitate, and mediate technical teams to achieve stated project objectives;
- VI. Demonstrable knowledge of biodiversity conservation and management international principles and issues within the Jamaican context would be an asset.

c. Key Competencies

- I. High ethical standards
- II. Strong leadership and team-building skills and positively influence others to achieve objectives.
- III. Self-motivated and ability to work under the pressure;
- IV. Familiarity with logical frameworks and strategic planning;
- V. Strong computer skills;
- VI. Flexible and willing to travel as required;
- VII. Excellent communication and writing skills in English;
- VIII. Ability to deliver results on time, on budget and at the very highest standard.
- IX. Effective communication skills using appropriate communication tools and techniques.
- X. Creativity and innovation to develop new and unique ways to improve operations of the organization and to create new opportunities.'

6.0 MANAGEMENT RESPONSIBILITY AND STANDARDS

The National Technical Coordinator will report to the Senior Manager – Projects in the Planning, Projects, Monitoring, Evaluation and Research Division.

7.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS



