

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: Project Officer/Monitoring and Evaluation

**Prepared by:
National Environment & Planning Agency
Revised in September 2022**

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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 (GEF). 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 GEF grant for the IWECO national sub-project 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.), Moorhen (*Gallinula* sp.), and Egrets and Herons (Ardeidae). The Palm forest in the morass also provides a habitat for many doves, hummingbirds and Jamaican Woodpeckers (*Melanerpes 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, unplanned coastal development, unsustainable agricultural practices, invasive alien species, and the proliferation of informal settlements. These threats, inclusive of the felling of trees, have resulted in the reduction in aerial extent of the Royal Palm forest. Invasive alien species, such as *Alpinia allughas* (wild ginger), is also a threat to the morass 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 to mainstream 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 biodiversity through the restoration of wetland ecosystem services

and sustainable use of wetland biological resources. The 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 are eighteen expected outputs and twenty outcomes for the five components (1) Integrated approaches to land management, land use, pollution management and management of the hydrodynamics of the Negril Environmental Protection Area; (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' 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 particularly the rehydration of the Negril Great Morass.

2.0 PURPOSE AND SCOPE OF WORK

Project Officer will have the responsibility to ensure the effective and efficient delivery of technical activities (inputs, consultancies, processes, outputs and outcomes) under the project. The work will cover the coordination of areas outlined in section 1.9. The Project Officer's responsibilities will also include conducting research to keep the project current on all national, regional and international thrusts towards biodiversity conservation, wetland management and habitat restoration. . The Project Officer is also expected to give advice for adaptation in project management, risk management and other strategic actions to ensure the project's technical outputs are sound, effective and executed within the planned time and budget.

Specific duties will include:

Technical

- a. Develop the annual workplan for the project. The plan is expected to include:
 - Defined scope of the planned technical consultancies
 - Resources (time, money, and material) required to complete each technical consultancy or activities for which consultancies are not required.
 - Detailed plan for the activities of the project for each year
- b. Maintain the monitoring and evaluation plan for the project.
- c. Monitor and update, where needed, the risk management plan, the issues log and the lessons learnt for the project.

Coordination

- d. Finalize and maintain a road map and dashboard for all activities of the project.
- e. Organize and execute revision meetings with internal and external partners as needed to ensure the timely revision and acceptance of deliverables.
- f. Review all documents prepared and submitted by consultants hired under the project and provide comments for amendments as necessary.
- g. Review all documents submitted by Branches in NEPA implementing activities supported by the Project.
- h. Perform quality assurance for all technical areas and deliverables of the project by reviewing the amendments made by the Consultants to final versions of deliverables for consistency and accuracy.
- i. Verify all project technical outputs in accordance with consultancy contracts.
- j. Provide technical input to the completion of Terms of References for project consultants.
- k. Prepare presentations related to project outputs and attend relevant project and technical meetings as required.
- l. Identify areas of synergies for the project and application of lessons learnt from other wetland/habitat restoration initiatives across projects.
- m. Apply adaptive management strategies to ensure appropriate solutions applied to issues affecting the project's technical outputs.

Monitoring and Evaluation

- n. Update and maintain the Lessons Learnt Register and Stakeholder Register.
- o. Monitor and Update the project monitoring and evaluation plan and provide feedback for integration into project execution on a monthly and quarterly basis.

- p. Monitor and report on the implementation rate of the technical consultancies of the project to ensure that project targets are achieved in accordance with the Project Document and the project's results framework. Make recommendations for adaptive management strategies to improve the project's ongoing technical work.
- q. Update and maintain a Risk Register for risk affecting the delivery of the technical outputs of project and provide feedback for integration into project execution on a monthly and quarterly basis.

Administrative Reporting

- r. Prepare report on technical components of the project to inform preparation of the Annual Project Implementation Report (PIR) as per the UNEP template.
- s. Prepare annual technical reports as per templates provided by NEPA.
- t. Progress reports (presentation and or reports) for technical meetings (e.g. PSC, Negril Stakeholder Advisory Committee) on the progress of the project.
- u. Assist in the preparation of technical presentations and papers for dissemination at wetland/ecosystem management related events (e.g. seminars, Agency workshops, PSC meetings, Negril Stakeholder Advisory Committee meeting, internal meetings of the Agency, etc.). Other related duties as required by the project and instructed by the Project Manager.

3.0 PROJECT OFFICER'S OUTPUTS

The Project Officer is required to provide the following outputs:

- a. Annual workplan inclusive of the resource map and detailed scope of work for each technical consultancy.
- b. Road map and dashboard of technical components of the project
- c. Revision meetings organized and executed for technical deliverables and reports where needed
- d. Comments on or suggested amendments to technical deliverables and comments submitted by consultants/specialists
- e. Final versions of technical deliverables inclusive of amendments
- f. Technical input for Terms of References for technical consultants and specialists
- g. Technical presentations, reports and papers for dissemination at technical meeting (seminars, agency workshops, internal meetings, etc.)
- h. National and regional wetland/ecosystem restoration initiatives documented, synergies and areas for collaboration identified and linkages established as feasible
- i. Adaptive management strategies for technical components of the project
- j. Summary project update, inclusive of images each quarter for IWECO regional webpage and national sub-project webpage on NEPA website
- k. Updated Lessons learnt register

- l. Quarterly report on Monitoring and evaluation plan
- m. Monthly reports risks identified and management (mitigation and or adaptation) strategies both internal and external.
- n. Technical updates for PSC and Negril Stakeholder Advisory Committee.
- o. Quarterly and End of year monitoring and evaluation report
- p. Monthly, quarterly and annual implementation report in NEPA's format
- q. Update presentations for PSC and Negril Stakeholder Advisory Committee

3.1 Deliverables Schedule

No.	Deliverables	Deliver Dates
1.	Annual workplan inclusive of the resource map and detailed scope of work for each technical consultancy.	Updated quarterly as needed Quarterly on or before the last Friday in December 2022, March 2023 and June 2023
2.	Road map and dashboard of technical components of the project	On or before the last Friday in December 2022, March 2023 and June 2023
3.	Summary project update, inclusive of images each quarter for IWEco regional webpage and national subproject webpage on NEPA website	Within two weeks of date needed to submit to website administrators
4.	Revision meetings organized and executed for technical deliverables and reports	Within two weeks of date assigned
5.	Comments on or suggested amendments to technical deliverables and comments submitted by consultants/specialists	Comments completed and submitted to consultant within two weeks of receipt of deliverable
6.	Technical input for Terms of References for technical consultants and specialists	Within two weeks of request
7.	Adaptive management strategies for technical components of the project	Updates provided in monthly and quarterly report. Annual report submitted by 31 March 2023.
8.	Technical presentations, reports and papers for dissemination at technical meeting (seminars, agency workshops, internal meetings, etc.)	Within the timeline assigned
9.	Updated Lesson Learn Register	Monthly reports submitted on 19 th of each month. Quarterly on or before the last Friday in December 2022, March 2023 and June 2023
10.	Monthly reports risks identified and management (mitigation and or adaptation) strategies both internal and external.	On or before the 19 th of each month

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No.	Deliverables	Deliver Dates
11.	Quarterly report on Monitoring and evaluation plan	On or before the last Friday in December 2022, March 2023 and June 2023
12.	Annual Implementation Report for NEPA	On or before the last Monday in March 2023
13.	Monthly implementation report for NEPA	On or before the 19 th of each month
14.	Quarterly implementation report for NEPA	On or before the last Friday in December 2022, March 2023 and June 2023
15.	Update Presentations for PSC and Negril Stakeholder Advisory Committee	At least one week prior to the meetings

4.0 CHARACTERISTICS OF ENGAGEMENT

Language of delivery:	English
Type of Contract:	Project Staff
Duration of Engagement:	10 months
Dates of Engagement:	October 2022 - July 2023
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

- I. Post-graduate degree in Environmental Management/Natural Resource Management/Earth Science or related field.

b. Work Experience

- I. A minimum of 3 years of demonstrated experience in coordination management of environmental issues, policies, biodiversity, ecosystems, protected areas, forest management and water resources management;
- II. At least 2 years demonstrated experience in project execution;
- III. Specific and substantive experience with procedures associated with the management of natural resources especially wetland restoration and stakeholder engagement;

OR

c. Education

- II. Undergraduate degree in Environmental Management/Natural Resource Management/Earth Science or related field.

d. Work Experience

- IV. A minimum of 5 years of demonstrated experience in coordination management of environmental issues, policies, biodiversity, ecosystems, protected areas, forest management and water resources management;
- V. At least 2 years demonstrated experience in project execution;
- VI. Specific and substantive experience with procedures associated with the management of natural resources especially wetland restoration and stakeholder engagement;

e. Key Competencies

- I. High ethical standards
- II. Excellent writing skills
- III. Knowledge and awareness of Jamaican natural resources, biodiversity and wetland and species management challenges/opportunities.
- IV. Good facilitation and analytical skills.
- V. Excellent stakeholder management skills
- VI. Effective communication skills using appropriate communication tools and techniques.
- VII. Ability to work as a part of a team but use initiative and work independently.

6.0 MANAGEMENT RESPONSIBILITY AND STANDARDS

The Project Officer will report to the Project Manager of the IWECO National Sub-Project and receive guidance where needed from the Managers from the Ecosystems Management Branch and the Protected Areas Branch of the National Environment and Planning Agency

7.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS

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