

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: Technical Officer-Negril

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

Terms of Reference for Technical Officer-Negril

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 1,022km² 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 (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 threefold 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

- a. The Technical Officer-Negril will be station in the Negril Environmental Protection Area and will provide technical and administrative support to the Project Officer and contribute to the effective and efficient delivery of technical activities (inputs, consultancies, processes, outputs and outcomes) under the project.

Specific duties will include the following:

Technical

- a. Conduct regular site visits to monitor progress of project implementation and prepare reports.
- b. Co-ordinate the implementation of project activities as needed.
- c. Review and comment on technical project deliverables prepared by consultants and advise the Project Officer regarding the quality of the work undertaken and alignment with required standards.
- d. Assist the Project Officer in the development of the annual work plans for the project. The plans are 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

Coordination

- a. Assist the Project Officer in organizing and facilitating revision meetings with partners in Negril as needed to ensure the timely revision and acceptance of technical deliverables.
- b. Assist the Public Education Specialist in the organizing of meetings/workshop or any other activity related to the Project Communication Plan.
- c. Conduct research to inform the presentations, reports and papers prepared by the Project Officer related to project outputs.

Monitoring and Evaluation

- b. Assist in the collection of case studies, best practices and lessons learnt.
- c. Gather and update information for submission to Communication Specialist for inclusion in Stakeholders Register.
- d. Assist in periodically tracking the project's expected outputs and outcomes in collaboration with the Project Officer.
- e. Prepare or compile monthly, quarterly and annual reports regarding activities conducted based on the project document, results framework as well as the monitoring and evaluation plan including recommendations for improvements where necessary to achieve established project targets.
- f. Assist in the monitoring of the monitoring and evaluation plan for the project.

Administrative Reporting

- g. Assist in the preparation of annual technical reports as per templates provided by NEPA for which no consultants were hired to implement.
- h. Prepare draft project progress reports (presentation and or reports) for technical meetings (e.g. PSC, Negril Stakeholder Advisory Committee).
- i. Conduct research to inform, relevant technical presentations, papers and reports 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.).
- j. Other related duties as required by the project and instructed by the Project Manager.

3.0 TECHNICAL OFFICER'S OUTPUTS

The Technical Officer-Negril is required to provide the following outputs:

- a. Prepare reports of site visits to monitor progress of project implementation in Negril EPA.
- b. Co-ordinate the implementation of project activities as necessary.
- c. Review and comment on technical project deliverables prepared by consultants and advise the Project Officer regarding the quality of the work undertaken and alignment with required standards.
- d. Prepare draft annual work plan.

- e. Assist in the monitoring of assigned section of the monitoring and evaluation plan for the project.
- f. Compile comments on technical project deliverables based on review and comments of internal and external partners/experts and/or committees.
- g. Logistical arrangements made for revision meetings as needed to ensure the timely revision and acceptance of deliverables.
- h. Logistical arrangements made for revision meetings with Negril stakeholders for technical deliverables and reports where needed.
- i. Logistic support for the implementation of the project communication plan.
- j. Comment on technical project deliverables and compile comments submitted by internal and external partners/specialists.
- k. Documents with case studies and best practices.
- l. Documents with research conducted to assist in technical presentations, reports and papers prepared by the Project Officer for dissemination at technical meeting (seminars, agency workshops, internal meetings, etc.)
- m. Gather and update information regarding stakeholders for inclusion in the Stakeholder Register.
- n. Monthly and quarterly reports regarding of the activities conducted in Negril EPA based on the project document, results

3.1 Deliverables Schedule

No.	Deliverables	Deliver Dates
1.	Site visit monitoring report on project implementation in Negril.	Monthly reports submitted on or before the 19 th of each month
2.	Comments on or suggested amendments to technical deliverables and comments submitted by consultants/specialists	Comments submitted within one week of request to review the technical document
3.	Assist with logistical arrangements for meetings in Negril	Assignment implemented within the timeframe assigned
4.	Report on assigned sections of the monitoring and evaluation plan for the project	Quarterly report by Monday before the last Friday of each month
5.	Documents with research conducted to assist in technical presentations, reports and papers	Within assigned timeline
6.	Monthly reports risks identified, and management (mitigation and or adaptation) strategies both internal and external.	On or before the 19 th of each month
7.	Monthly reports regarding the activities conducted in the Negril EPA based on the project document, results framework as well as the monitoring and evaluation plan	On or before the 19 th of each month
8.	Quarterly reports regarding the activities conducted in the Negril EPA based on the project document, results	On or before the second to last Friday in December 2022, March

No.	Deliverables	Deliver Dates
	framework as well as the monitoring and evaluation plan	2023 and June 2023
9.	Documents with case studies and best practices	Submitted by last Friday in March 2023

4.0 CHARACTERISTICS OF ENGAGEMENT

Language of delivery:	English
Type of Contract:	Technical Officer
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. Bachelor's degree in Environmental Management/Natural Resource Management or related field.

b. Work Experience

- I. A minimum of 2 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 plant propagation;

c. 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 Technical Officer-Negril will report to the Project Officer of the IWECO National Sub-Project.

7.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS

