

# TERMS OF REFERENCE

## Table of Contents

|            |   |           |
|------------|---|-----------|
| <b>1.</b>  | <b>BACKGROUND INFORMATION</b> .....   | <b>2</b>  |
| <b>1.1</b> | <b>Country background</b> .....   | <b>2</b>  |
| <b>1.2</b> | <b>Project Description – A Jamaican Path from Hills to Ocean</b> .....              | <b>2</b>  |
| 1.2.1      | The Overall Objective .....   | 2         |
| 1.2.2      | The Purpose .....   | 2         |
| 1.2.3      | The Expected results.....   | 2         |
| 1.2.4      | The Expected outputs .....  | 2         |
| <b>1.3</b> | <b>Public Policy Framework</b> .....  | <b>3</b>  |
| <b>1.4</b> | <b>Institutional Framework</b> .....  | <b>4</b>  |
| <b>1.5</b> | <b>The geographical areas to be covered are:</b> .....                              | <b>6</b>  |
| <b>1.6</b> | <b>The target groups in the H2O project are:</b> .....                              | <b>6</b>  |
| <b>2.</b>  | <b>RELATED PROGRAMMES</b> .....   | <b>7</b>  |
| <b>3.</b>  | <b>PURPOSE AND EXPECTED RESULTS OF THE CONTRACT</b> .....                           | <b>7</b>  |
| <b>3.1</b> | <b>The purpose of this contract</b> .....   | <b>7</b>  |
| <b>3.2</b> | <b>Results to be achieved by the contractor</b> .....                               | <b>7</b>  |
| <b>3.3</b> | <b>Scope of Services, Tasks and Expected Deliverables</b> .....                     | <b>7</b>  |
| <b>4.</b>  | <b>TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS FOR THE<br/>KEY EXPERT</b> ..... | <b>8</b>  |
| <b>4.1</b> | <b>Key Expert: Technical Coordinator NEPA</b> .....                                 | <b>8</b>  |
| 4.1.1      | General Qualifications .....  | 8         |
| 4.1.2      | Adequacy for the Assignment .....   | 8         |
| <b>5.</b>  | <b>PROJECT MANAGEMENT</b> .....   | <b>9</b>  |
| <b>6.</b>  | <b>LOGISTICS AND TIMING</b> .....   | <b>10</b> |
| <b>6.1</b> | <b>Location</b> .....   | <b>10</b> |
| <b>6.2</b> | <b>Start date &amp; period of implementation</b> .....                              | <b>10</b> |
| <b>7.</b>  | <b>REPORTING REQUIREMENTS</b> .....   | <b>10</b> |
| <b>7.1</b> | <b>Submission &amp; approval of reports</b> .....                                   | <b>10</b> |

**Assignment Title: Technical Coordinator for the project A Jamaican Path from Hills to Ocean (H2O) assigned to NEPA**

## **1. BACKGROUND INFORMATION**

### **1.1 Country background**

Jamaica is highly vulnerable to climate change impact, and faces direct threats because of its geographical location. All projections indicate that Jamaica will experience an increase in the scale and impact of extreme weather events such as flood rains and droughts, and an increase in the intensity of hurricanes. Coastal areas are likely to see increasingly negative impacts caused by storm surges, sea level rise and saline intrusion that have been exacerbated by climate change.

Jamaica's environment is characterized by a high degree of biodiversity, including a variety of flora and fauna and ecosystem types, which they inhabit and on which communities rely for social and economic benefits. This diversity of ecosystems and climate and terrain in Jamaica is manifested in a high level of endemism. Approximately one third of the estimated 3,304 species of vascular plants occurring in Jamaica are endemic. There is also very high level of endemism in several vertebrate and invertebrate taxa as well as bird species with 36 restricted-range species that define the Endemic Bird Areas, and 30 breeding species confined to Jamaica.

The environmental issues, within watersheds and coastal areas include (among other) the improper disposal of waste such as plastic packaging material (for example polystyrene), as well as sedimentation in the marine and freshwater environment which negatively affect the economic, social and cultural resources within the associated communities.

The livelihoods of many communities particularly in degraded and highly exposed areas are threatened by the impacts of climate change. There is increasing encroachment on the coastal ecosystems from expanding physical developments; the resultant/associated coastal and marine pollution threatens coastal habitats and their species as well as the ecological services provided.

### **1.2 Project Description – A Jamaican Path from Hills to Ocean**

#### **1.2.1 The Overall Objective**

- is to increase resilience to climate change and reduce poverty through the implementation of an Integrated and Sustainable Landscape Management Methodology.

#### **1.2.2 The Purpose**

- is to: (a) reduce the vulnerability of the Jamaican ecosystems from the hills to the ocean in accordance with the guiding principles of Integrated and Sustainable Landscape Management; and, (b) strengthen the resilience of communities within the targeted watersheds against the adverse effects of climate change through Integrated and Sustainable Landscape Management.

#### **1.2.3 The Expected results**

- Integrated and Sustainable Landscape Management Programmes implemented in degraded Watershed Management Units (WMUs).
- Integrated and Sustainable Coastal Management Programme implemented in degraded wetlands and sea grass beds.
- Knowledge and public awareness of Integrated and Sustainable Landscape Management increased.

#### **1.2.4 The Expected outputs**

**Expected Result (1) - Integrated and Sustainable Landscape Management Programmes implemented in degraded Watershed Management Units (WMUs)**

- Output 1.1 Rapid Ecological Assessment (REAs) of the Wag Water, Rio Nuevo & Rio Bueno/White River WMUs conducted to establish baseline data and to match resources to identified needs.
- Output 1.2. Integrated and Sustainable Landscape Management/Climate Change Adaptation interventions implemented in the Wag Water, Rio Nuevo & Rio Bueno/White River WMUs.
- Output 1.3. Enhanced food security and sustainable livelihood promoted at the community level.

#### **Expected Result (2) - Integrated and Sustainable Coastal Management Programmes implemented**

- Output 2.1. Wetland restoration and preservation in Falmouth (Trelawny) and Mason River Protected Area (Clarendon/St. Ann).
- Output 2.2. The health and distribution of seagrass beds in Hellshire Bay and Half Moon Bay – Portland Bight Protected Area (St. Catherine/Clarendon) and the Ocho Rios Marine Park (St. Ann) ascertained and mapped.
- Output 2.3. Comprehensive multi-sensor early warning and monitoring system (smart buoy technology) developed.
- Output 2.4 Underwater drone, GPS Units and data-loggers acquired

#### **Expected Result (3) – Knowledge and Public Awareness of Integrated and Sustainable Landscape Management increased**

- Output 3.1 Increase the knowledge and competence of community members and technical staff interacting with the WMUs
- Output 3.2. RADA and NEPA staff trained in applications/software & equipment
- Output 3.3. Watershed Management Improved
- Output 3.4 Effective Communication and Visibility actions delivered

#### **Expected Result (4) - Efficient and Effective Project Management, Monitoring and Evaluation delivered**

- Output 4.1. Efficient and Effective Project Management delivered
- Output 4.2. Efficient and Effective Project Monitoring and Evaluation delivered

### **1.3 Public Policy Framework**

A Jamaican Path from Hills to Ocean (H20) supports Vision 2030 Jamaica - National Development Plan, Goal 4 ‘Jamaica has a Healthy Natural Environment’, particularly Outcomes 13: Sustainable Management & Use of Environmental & Natural Resources and Outcome 14: Hazard Risk Reduction & Adaptation to Climate Change.

The H20 Project is also in sync with several policies, strategies and plans of the Government of Jamaica (GOJ), including the Climate Change Policy Framework for Jamaica (2015); National Strategy and Action Plan on Biological Diversity in Jamaica (2016–2021); National Policy on Poverty and National Poverty Reduction Programme; Fisheries Act (2018); Disaster Risk Management Act, (2015); Food and Nutrition Security Policy; Forest Policy of Jamaica (2017), the National Forest Management & Conservation Plan (2016 – 2026); and, the Public Gardens Regulation Act (2008).

The Project is consistent with the overall thrust of the European Union (EU) funded Global Climate Change Alliance Plus (GCCA+) towards increasing resilience in small island developing states with regard to climate related stresses and shocks.

## **1.4 Institutional Framework**

### **Ministry of Agriculture and Fisheries (MoAF)**

MoAF has the responsibility of driving the integration of the production of primary agricultural produce along all the stages of the supply chain through to value added and facilitating full commercialization of outputs of the agriculture, manufacturing, and service sectors. MoAF's vision is that by 2030, Jamaica has innovative, inclusive, sustainable and internationally competitive industries in agriculture, fisheries, manufacturing and service sectors. Its mission is to create an enabling environment that grows and sustains industries in agriculture, fisheries, manufacturing and service sectors; strengthen national quality infrastructure; and ensure food & nutrition security, food safety and consumer protection.

The Ministry's mandate also includes the continuous maintenance and improvement of gardens in Jamaica. This is achieved through *the Public Gardens Division (PGD)* that has direct responsibility for three botanical gardens and two scenic avenues. *The Public Gardens Division* establishes and maintains a collection of plants including trees, shrubs, grass, and vines; and to promote the development in plant conservation, research, education and passive recreation. *The Public Gardens Division* will implement Component 1.2.3 - Restoration, rehabilitation and climate proofing of Castleton Botanical Gardens, St Mary.

### **Rural Agricultural Development Authority (RADA)**

RADA is a statutory body under MoAF and is Jamaica's chief agricultural extension and rural development agency. The Authority's vision is to become the leader in the drive towards achieving national economic growth and stability through agricultural development. Its mission is promoting the development of agriculture in Jamaica, as the main engine of economic growth in rural communities, through an efficient, modern and sustainable extension service, which will enhance the national economy and improve the quality of life of rural farm families.

RADA will implement Component 1 - Integrated and Sustainable Landscape Management Programmes with the exception of Component 1.1 Rapid Ecological Assessment (to be implemented by NEPA) and Component 1.2.3 Restoration, rehabilitation and climate proofing of Castleton Botanical Gardens, St Mary (to be implemented by Public Gardens Divisions, MoAF). RADA will also implement Component 3.1 - Increase the knowledge and competence of community members and technical staff interacting with the Watershed Management Units.

### **Ministry of Economic Growth and Job Creation (MEGJC)**

MEGJC is charged with drafting the blueprint to drive economic growth and sustainable development in Jamaica. The Ministry has responsibility for four (4) critical portfolio areas. They are: Land, Investment, Water and Wastewater and Works. The Ministry's vision is that of a Jamaican economy which consistently meets or exceeds its growth targets, while providing meaningful jobs and economic opportunities for all in a sustainable manner. MEGJC's mission is to provide visionary leadership, appropriate legislation, innovative policies and coordinated implementation, which facilitate investments, sustained growth and prosperity for all in an environmentally sustainable manner.

### **National Environment and Planning Agency (NEPA)**

- NEPA is an Agency of MEGJC and executes the following the technical (functional) and administrative mandate:
- Conservation & Protection (Natural Resources Management)

- Environmental Management
- Spatial Planning
- Compliance & Enforcement
- Applications Management
- Public Education
- Policy and Research
- Legal Services & Standards Management

The mission of the NEPA is to promote sustainable development by ensuring protection of the environment and orderly development in Jamaica, through highly motivated staff performing at the highest standards with a vision that Jamaica's natural resources are to be used in a sustainable way and that there is a broad understanding of environment, planning and development issues, with extensive participation amongst citizens and a high level of compliance with relevant legislation.

*NEPA* will implement Component 1.1. Rapid Ecological Assessment; Component 2 – Integrated and Sustainable Coastal Management Programmes; Component 3.2 Staff training in applications/software & equipment and Component 3.3 Establishment of a Watershed Improvement Tracking System.

The Technical Coordinator will be assigned to the Projects Branch, Planning Projects Monitoring Evaluation & Research Division and coordinate the technical activities with the Environmental Management and Conservation Division and the Institute of Jamaica for the Mason River Wetland.

### **Ministry of Finance and the Public Service (MoFPS)**

The MoFPS has overall responsibility for developing the Government's fiscal and economic policy framework; collecting and allocating public revenues and playing an important role in the socio-economic development of the country in creating a society in which each citizen has every prospect of a better quality of life. The cumulative effort and resources are intended to result in a Stable Macro-Economy, Effectively Regulated Ministries, Departments and Agencies (MDAs), and Financial Institutions, Effectively Managed Public Funds and Satisfied Clientele.

### **Planning Institute of Jamaica (PIOJ)**

The PIOJ is an agency of MoFPS established specifically to strengthen the planning capability of the Government. The PIOJ is the foremost planning agency of the government that seeks to initiate and coordinate the development of policies, plans and programmes for the sustainable development of Jamaica. The Institute is committed to leading the process of policy formulation on economic and social issues and external co-operation management to achieve sustainable development for the people of Jamaica. PIOJ's vision is to be proactive in the provision of strategic and innovative policy and programmatic responses to emerging issues at the national and organizational levels in pursuit of sustainable development.

### **Sustainable Development and Regional Planning Division (SDRPD)**

The Sustainable Development and Regional Planning Division (PIOJ), exists to support Jamaica's drive towards a more sustainable future. The work of the Division is closely related to the goals and targets of various national, regional and international sustainable development agreements such as Vision 2030 Jamaica National Development Plan, the Sustainable Development Goals, the SAMOA Pathway and the Paris Agreement. Internally, the Division seeks to integrate Sustainable Development principles into development decision-making by liaising with the other Divisions within the Institute. Externally, the Division supports the efforts of Ministries, Departments and Agencies to implement Government's policies towards sustainable development. Operationally, this means providing technical advice on various sustainable development issues; assisting with the co-ordination of policy; programme and project design and implementation; and monitoring.

## **External Cooperation Management Division (ECMD)**

The **ECMD** (PIOJ) is the interlocutor between International Development Partners (IDPs) and Ministries, Department and Agencies of the Government of Jamaica and ensures the alignment of Official Development Assistance with the strategic priorities of the Government of Jamaica as articulated in the Vision 2030 Jamaica – National Development Plan as well as the Medium Term Socio-Economic Policy Framework (MTF) 2018–2021.

The Division identifies financing from the IDPs for public investment projects and budget support programmes, coordinates the respective interventions of the IDPs, provides technical support in project preparation and development, assists in the negotiation of loans and grants with bilateral and multilateral IDPs and monitors the implementation of projects and programmes.

## **European Union Unit (EUU)**

The EUU (in ECMD, PIOJ) is the Office of the National Authorizing Officer (ONAO) for the Government of Jamaica, as such it is responsible for providing technical support to the National Authorising Officer (NAO) (the Minister of Finance and the Public Service) and the Deputy National Authorizing Officer (the Director General of the PIOJ) in the execution of the functions of the NAO.

The NAO, and by extension the ONAO is responsible for:

- the preparation, submission and appraisal of programmes and projects in close cooperation with the Delegation of the European Union (EUD)
- the coordination, programming, regular monitoring of annual, midterm and end-of-term reviews in close cooperation with the EUD
- the preparation and submission of tender dossiers and documents for calls for proposals (CfPs) to the EUD before launch, in close collaboration with implementing partners
- the receipt of tenders and CfPs, presiding over the opening and evaluation of tenders and CfPs in close collaboration with the EUD and implementing partners
- the submission of contracts and programme estimates and any addenda thereto to the EUD for approval
- the signing of contracts and addenda (in the role as Contracting Authority)

### **1.5 The geographical areas to be covered are:**

- The Wag Water and Rio Nuevo Watershed Management Units (St. Mary) and the Rio Bueno/White River Watershed Management Unit (St. Ann).
- Wetland areas in Falmouth (Trelawny) and the Mason River Protected Area (Clarendon/St. Ann).
- Seagrass beds in Hellshire Bay and Half Moon Bay – Portland Bight Protected Area (St. Catherine/Clarendon) and the Ocho Rios Marine Park (St. Ann)

### **1.6 The target groups in the H2O project are:**

- Ministry of Agriculture and Fisheries (Public Gardens Division)
- Rural Agricultural Development Authority
- National Environment and Planning Agency
- Planning Institute of Jamaica

## 2. RELATED PROGRAMMES

**Improved Forest Management for Jamaica** (EUR16.55 million) – This programme is partly financed with grant resources from the European Union and is being implemented by the Forestry Department during the period 2018-2022.

**Plastic Waste Minimization Project: Enhancing the legislative framework in Jamaica to support the development and implementation of a national sustainable consumption and production programme to reduce marine litter from plastics generated from land-based activities** (US\$700,000) – This project is funded by the UN International Environmental Technology Centre through the Government of Japan and implemented by the National Environment and Planning Agency.

**Conserving biodiversity and reducing land degradation using an integrated approach** (USD 6.2 m) - is financed by the Global Environment Fund with execution by UNDP and implementation by NEPA in the Cockpit Country. This is a six-year project expected to commence in October 2020.

## 3. PURPOSE AND EXPECTED RESULTS OF THE CONTRACT

### 3.1 The purpose of this contract

- is to provide project management support and coordination to **National Environment and Planning Agency (NEPA)** as an implementing partner, as well as to the Planning Institute of Jamaica (**PIOJ**) to ensure the successful implementation of A Jamaican Path from Hills to Ocean (H2O) Project.

### 3.2 Results to be achieved by the contractor

- Effective and efficient technical support to **NEPA** in the execution of all activities and the achievement of the expected results for all components to be implemented by the Agency
- Technical coordination of all project activities within **NEPA** and among **NEPA, RADA&PGD, the PIOJ** and the **Delegation of the European Union**.
- On-going monitoring of the implementation of **NEPA** related project activities to minimise delays and risks
- Timely follow-up on decisions made at Steering and Technical Working Group meetings
- Appropriate guidance and feedback to the **PIOJ, Project Steering Committee** and **Technical Working Groups** and each of the implementing partners on how to identify and mitigate challenges and risks to project implementation and articulate and execute the necessary actions to achieve the overall objective, project purpose and results.

### 3.3 Scope of Services, Tasks and Expected Deliverables

The **Technical Coordinator NEPA** will be responsible for the successful implementation of the activities to be implemented by **NEPA, working in conjunction with NEPA** and in close collaboration with the **Technical Coordinator RADA&PGD**.

- (a) Technical support to **NEPA** in the development, execution and monitoring of its respective activities under **Section 4** above, including but not limited to:
  - the development of design criteria and detailed designs
  - the development and execution of detailed work plans
  - the procurement, contracting, monitoring and reporting
  - the ongoing recording, cataloguing and storage of project execution activities (in all audio-visual forms)
  - the preparation and/or delivery of related technical briefs, presentation and speeches
- (b) Technical support to **NEPA** in the respective tender processes, including but not limited to:
  - the development of dossiers for the procurement of Services, Supplies and Works

- the development of suitable selection and award criteria (economic, financial and professional)
  - the preparation of responses to requests for clarifications and corrigenda
  - the evaluation of offers as an Observer
  - the monitoring of contract implementation, particularly ensuring that technical reports are prepared and delivered in a timely manner and of a suitable standard
- (c) Technical coordination of all project activities within **NEPA** and among **NEPA, RADA & PGD, PIOJ** and the **Delegation of the European Union (EUD)**, to ensure the optimal sequencing of activities to avoid duplication and project delays.
- (d) Technical support to the **PIOJ**, which will be the Secretariat to the Project Steering Committee and Technical Working Group(s), including but not limited to:
- The timely preparation and circulation of the required quarterly implementation reports
  - The timely preparation of the required Minutes with Action Items
  - The timely follow-up on Action Items from previous meetings and reporting on them at subsequent meetings
  - The proactive identifying possible risks to the achievement of the results and recommending necessary mitigating actions, tabling presentations and piloting discussions of draft technical papers prepared by short term consultants

#### **4. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS FOR THE KEY EXPERT**

##### **4.1 Key Expert: Technical Coordinator NEPA**

(Environmental/Sustainable Development Specialist)

##### **4.1.1 General Qualifications**

- Master's degree or equivalent in Natural Resource Management, and/or Environmental Management.
- Working knowledge of Geographic Information System is an advantage.
- Excellent communication and facilitation skills.
- Minimum 3 years of experience in an English-speaking environment.

##### **4.1.2 Adequacy for the Assignment**

- Minimum 5 years of experience in Integrated and Sustainable Coastal Management Programmes and Climate Change Adaptation in Coastal Ecosystems or equivalent relevant experience.
- Minimum 4 years of experience in small island developing states, particularly in the Caribbean Region.
- Experience in the implementation of projects and programmes financed by bilateral and/or multi-lateral International Development Partners, particularly in the area of procurement and contract monitoring

*The following experience in the Caribbean Region and/or Jamaica, would be advantageous*

- Conducting activities to determine the types and geographical extent of coastal ecosystems.
- Leading the collection and mapping of the physical processes and factors that influence the status of coastal ecosystems.
- Leading the development and implementation of conservation programmes including the restoration of coastal habitats (particularly mangroves and sea grass beds).
- Guiding the development, monitoring and maintenance of related database including that of Watershed Improvement Tracking System.

- Knowledge Sharing and Public Awareness of Integrated and Sustainable Coastal Management Programmes, in a wide variety of media but particularly on a web-based platform.

## 5. PROJECT MANAGEMENT

The **Contract Manager** will be the Director of the European Union Unit, External Cooperation Management Division (ECMD), (PIOJ).

The **Contract Manager** shall approve any contractual amendment requiring an addendum to the contract. The **Contract Manager** shall also approve any payment request of the **Technical Coordinator NEPA** and any report as required.

Any Administrative Order under this contract can only be issued by the **Contract Manager** or in his/her absence by the duly delegated representative.

A Project Steering Committee (PSC) will be established to oversee and validate the overall direction and policy of the project.

The PSC is comprised:

- A representatives from MoAF (voting member)
- A representative from MEGJC(voting member)
- A representative from MoFPS(voting member)
- A representative from NEPA(voting member)
- A representative from RADA (voting member)
- A representative from the Public Gardens Division (MoAF) (voting member)
- A representative from a Non-State Actor (NSA) in one of the 3 targeted Watershed Management Units (voting member)
- A representative from a NSA in one of the two targeted Wetlands (voting member)
- A representative from a NSA in one of the two targeted Sea Grass Beds Areas (voting member)
- A representative from the SDRPD (PIOJ) (voting member)
- A representative from the Delegation of the European Union (Observer)

The PSC will be chaired by the Deputy Director General, External Cooperation Management and Project Development (PIOJ) or designate.

The Secretariat to the Project Steering Committee will be the H2O Project Management Unit (ECMD / PIOJ), supported by the **Technical Coordinators for NEPA and RADA&PGD**. The PSC will meet quarterly or more frequently as required. Representatives from six of the nine voting members constitutes a quorum. In the event of a tie in voting, the chairman will cast the deciding vote.

Monthly time sheets shall be prepared by the **Contractor/Technical Coordinator NEPA** and record the daily input and activity worked. These shall be submitted for verification and certification for correctness by the relevant representative of NEPA and forwarded for the approval of the **Contract Manager**.

## 6. LOGISTICS AND TIMING

### 6.1 Location

The operational base of the **Technical Coordinator NEPA** will be at 10-11 Caledonia Avenue, Kingston 5, Jamaica.

### 6.2 Start date & period of implementation

The intended start date is **April 6, 2021** and the period of implementation of the contract will be **24 months** from this date.

## 7. REPORTING REQUIREMENTS

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the **Technical Coordinator NEPA** shall provide the following reports:

| <b>Name of report</b>   | <b>Content</b>   | <b>Time of submission</b>   |
|-------------------------|--|---|
| Inception Report        | Analysis of existing situation and work plan for the project   | No later than 1 month after the start of implementation   |
| Monthly Progress Report | Short description of progress (technical and financial) including problems encountered; planned work for the next 3 months accompanied by an invoice | No later than 7 days after the end of each month  |
| Draft Final Report      | Short description of achievements including problems encountered and recommendations.  | No later than 1 month before the end of the implementation period.                                |
| Final Report            | Short description of achievements including problems encountered and recommendations accompanied by the final invoice. .                             | Within 1 month of receiving comments on the draft final report from the <b>Contract Manager</b> . |

### 7.1 Submission & approval of reports

Three hard copies and an electronic copy of the reports referred to above must be submitted to the **Contract Manager**. The reports must be written in English. The reports must be approved 10 working days from the date of submission. The **Contract Manager** or designate is responsible for approving the reports with endorsement from the designated representative of **NEPA**.

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